

**BYLAWS – BOARD OF TRUSTEES
EAST CENTRAL REGIONAL LIBRARY
111 Dellwood St. North
Cambridge, Minnesota 55008**

ARTICLE I Name

This organization shall be called “The Board of Trustees of the East Central Regional Library” existing by virtue of the provisions of Section 375.335 of Minnesota Statutes and the Regional Library Agreement, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement.

ARTICLE II Purpose

The purpose of the East Central Regional Library Board of Trustees is to represent the library to the people and to the governing officials. It is the trustee’s obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services, and to extend library service to those not previously served.

ARTICLE III Board of Trustees

Section 1. Number and Qualifications.

The Board is composed of 18 members as appointed by their respective Boards of County Commissioners according to the provisions of the regional library service agreement with amendments, and representing the counties of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine.

Section 2. Term of Office.

The term of office shall be three years. No trustee shall serve more than three full consecutive terms. This does not include partial terms filled after someone resigns before the term is completed. A former board member can be reappointed after a lapse of one year.

Section 3. Officers.

Officers of the Board shall be a president, a vice-president, a secretary and a treasurer. They shall be elected at the last regular meeting of the year and shall take office January 1.

Term of office shall be one year and an officer shall not serve more than two consecutive terms.

If a vacancy occurs in an office, the Board, at the next regular meeting shall select a successor to the office who will serve until the next annual meeting.

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President and in case of a vacancy shall assume the duties of the President until the next regular board meeting.

The Secretary shall keep an accurate record of board meetings. The minutes may be recorded by a person designated by the presiding officer.

The Treasurer shall report all receipts, disbursements, investments, and financial records of the library. The Treasurer shall be bonded.

Section 4. Checks.

Checks for payment of bills shall be signed by the Treasurer and countersigned by the Director or in his/her absence by the Assistant Director. At least one of these signatures shall be an original signature. The Treasurer and Director or in his/her absence the Assistant Director may sign checks for routine, reoccurring payments to include:

1. Salary checks
2. Utility bills (at the time "utility bills" was approved the intent was electric bills but by definition this includes telephone bills.)

Such payments shall be reported at the next board meeting.

Salary checks for contracted type services and checks for utility bills demanding prompt payment are completed by the Director or Assistant Director at proper time of payment using an authorized stamp to validate them.

Section 5. Disqualifications, Vacancies.

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notification the position shall be declared vacant. If it is necessary for a trustee to miss a meeting, the trustee should notify the Director prior to the meeting. If a trustee fails to attend three (3) consecutive meetings, the Board Chair will notify the county administrator/coordinator of that trustee's appointing county. When a board member plans to resign, he/she shall give the Board President at least one month notice, with two months being preferable.

ARTICLE IV Executive Committee

An Executive Committee may have and exercise in the intervals between meetings of the Board those powers of the Board, in accordance with the regional library agreement, which are delegated to such committee by the Board. This committee shall consist of one member, appointed at a board meeting, from each political subdivision (including board officers) plus the past president if still in service on the Board. This committee shall meet at the Regional Library Headquarters at any time when such meeting is called by the President of the Board, or Regional Director. The minutes of such meetings shall be presented at the next regular board meeting.

ARTICLE V Committees

Section 1. Standing Committees:

Standing Committees shall be appointed by the president to serve for one year. The standing committees shall be Finance, Planning, Personnel, and Central Minnesota Libraries Exchange.

Section 2. Ad Hoc Committees.

Ad Hoc Committees for the study and investigation of special problems may be appointed by the president. Such committees shall serve until the completion of the work for which they were appointed.

ARTICLE VI Meetings

Section 1. Board of Trustees.

The regular monthly meeting of the Library Board shall be held on the 2nd Monday of each month at 9:30 a.m. at the Headquarters Library, or at any other time and place which may be deemed appropriate.

Section 2. Special Meetings.

Special meetings may be called by the president of the Board, for the transaction of business stated in the call for the meeting.

Section 3. Notice of Meetings.

The notice of a meeting shall be sent at least five days prior to the meeting, or so that the board member has the notice three days in advance. Advance notice of all meetings shall be published at www.ecrlib.org.

Section 4. Quorum.

A quorum shall consist of ten members of the board.

Section 5. Procedure.

Generally accepted parliamentary procedure shall govern the conduct of the meetings.

ARTICLE VII Duties of Trustees

The duties of the trustees consist of carrying out the powers given them by state statutes and the regional library service agreement. It is their duty and responsibility to:

- A. Determine policy for the library.
- B. Select and appoint a competent director to administer the library.
- C. Advise in the preparation of the budget, determine the amount, and work to obtain the necessary funds.
- D. Determine goals and objectives, and evaluate programs toward their realization.
- E. Study and support legislation which will contribute to the improvement of the library's programs, and which would be beneficial to libraries in general.
- F. Cooperate with other public officials and boards and maintain vital public relations.

ARTICLE VIII Library Director

The Director shall be considered the executive officer of the Board and shall have the sole charge of the administration of the library under direction and review of the Board. The Director shall be responsible for the employment and direction of the staff, for the supervision of buildings and equipment, for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, for the submission to the Board of monthly and annual written reports, presentation of the policy and procedure to the Board, and for the presentation of the policy request for financial support to the Board of County Commissioners of the six member counties of the East Central Regional Library. The Director and appointed members of the Board shall work together on the selection of an Assistant Director. The Director or a person appointed by the Director shall attend all board meetings.

ARTICLE IX Limitations

Section 1. Board Employment.

No member of the Board shall be considered for staff employment on a full time basis.

Section 2. Financial Gain Prohibited.

No member of the Board or any administrative member of the library shall use the resources, business, finances, and contracts of the library for personal use or profit.

ARTICLE X Reimbursement of Board

Section 1. Library Board members shall submit reimbursement for mileage and other reimbursement requests to the Library.

Section 2. The Library may not pay board members for time spent in behalf of the Library's program except in the case of per diem payments paid by County funds directly. Per Diem requests, if any, shall be submitted to Counties and not the Library.

ARTICLE XI Bylaws

Section 1. Amendments.

These bylaws may be amended at any regular meeting of the Board. The proposed amendment or amendments must be submitted in writing at any regular meeting and become effective at a subsequent meeting after a favorable vote by the members that constitute a quorum.

Section 2. Suspension of Rules.

Any of the foregoing rules may be temporarily suspended by a unanimous vote of all board members present at a meeting.

Section 3. Effect of Bylaws.

These bylaws shall yield only, in point of conflict, to legislation enacted by the Minnesota Legislature, and incorporated into Minnesota Statutes.

Section 4. Adoption.

These revised bylaws will be in force upon adoption by the Board and will supersede the previous bylaws as changed on September 16, 1985.

Revised December 13, 2004

Revised December 15, 2008 (Article III, Section 5)

Revised February 10, 2014 (Article III, Section 2; Article V, Section 1; Article VI, Section 1, Section 3)