

By-Laws of the Nobles County Library Board of Trustees

Article I. Identification:

The name of the organization is the Nobles County Library Board of Trustees, hereafter called the Nobles County Library Board, located in Nobles County, Minnesota. The Nobles County Library Board operates libraries in Worthington and Adrian, and serves all the citizens and communities of Nobles County.

Article II. Purpose & Basic Responsibilities:

In accordance with Minnesota Statute 134.09, 134.10, and 134.11, the purpose of the Nobles County Library Board is to establish and maintain public library service, promote the library's mission, and responsibly spend public funds to meet the needs of Nobles County residents: Basic responsibilities include:

1. Determining policies that efficiently govern library operations and the use of library facilities.
2. In consultation with county administration, electing and appointing a library director, and evaluating the performance of the director.
3. Advising in preparation of the budget, approving it, and making sure that adequate funds are provided to finance the approved budget.
4. Cooperating with public officials, boards and county government as a whole; and to otherwise maintain good public relations.
5. Providing strategic direction of the organization and creating it to be responsive to community needs. The board will help determine whether county residents are satisfied with library services and facilities.

Article III. Composition & Methods of Appointment:

1. The Nobles County Library Board consists of five members, each of whom serves the interest of the entire county.
2. Membership: One person appointed from each of the five commissioner districts. The county commissioner's role shall be as an ex-officio member.
3. No more than three people residing in the same district can serve on the board simultaneously; this includes the ex-officio County Commissioner.
4. If a district-specific position remains vacant for three months, it will be reclassified as an at-large position for the remainder of that term. Someone from any district can be appointed, as long as it does not violate Article III, section 3. When the term ends, that position will revert to district-specific.

Article IV. Terms of Appointment:

1. All terms are for three years. No member may serve more than three consecutive three-year terms.
2. Terms should be staggered to comply with Minnesota Statute 134.09, Subd. 2. A former Board member can be reappointed after a lapse of one year.
3. Each member is eligible for reappointment at the end of his/her term, as long as it does not violate Article IV, Section 1. A former Board member who has served three consecutive terms can be reappointed after a lapse of one year.
4. Appointments shall be made at the County Board Statutory Meeting, or before the first meeting of the library board after the end of the fiscal year.

5. If a member is appointed to serve an unexpired term of office and serves more than one and a half years of the unexpired term portion remaining, it shall be considered a full term of office. If that member serves 50% or less than the remaining term, it does not count toward a full term in office.
6. If the end of a person's term does not coincide with the end of the current fiscal year, that person may serve an additional partial year without another appointment (ending at the fiscal year-end); that additional partial year shall not count as an additional full term.
7. At the first meeting the new Board member attends, the President will administer the oath of office, as defined in the state Constitution.

Article V. Vacancies and Disqualifications:

1. The library board president shall report vacancies in the board to the board of county commissioners. The board of county commissioners shall fill the vacancies by appointment for the unexpired term
2. Any vacancy on the Board shall be filled through the Nobles County citizen appointment application
3. Any member who moves out of the political subdivision he/she represents becomes a member-at-large following Article III, section 4 for the remainder of the term, and shall be responsible for notifying the Board President and the Library Director.
4. A member who is absent for three consecutive regular monthly meetings, or 50% of the meetings within any rolling 12-month period automatically forfeits membership on the Library Board, and the position becomes vacant.

Article VI. Meetings:

1. Regular meetings of the Board shall take place on the second Monday of each month at 4:00 P.M. at the Worthington Library and Information Center or at the place designated at the preceding meeting. Any temporary change to the regular meeting date or time shall be approved by the Board at the previous regular meeting.
2. Special meetings may be called by the President, or upon written request of three members, three days prior to the meeting, for the transaction of business stated in the call for the meeting.
3. Notice of meetings must be in compliance with the Nobles County Policy and Minnesota's Open Meeting Law – Minnesota Statute 13d.
4. The order of business at regular meetings shall be as follows:
 - i. Call to Order
 - ii. Approval of the Agenda
 - iii. Public Comment
 - iv. Approval of the Minutes
 - v. Approval of the Financial Statement
 - vi. Approval of the Claims
 - vii. Receipt of the Circulation Report as an informational document
 - viii. Plum Creek Library System Report
 - ix. Old Business Review and Transaction
 - x. New Business Review and Transaction
 - xi. Adjournment
5. Robert's Rules of Order, latest revised Edition, shall govern the parliamentary procedure of the meetings.

Article VII. Quorum:

1. A quorum for the transaction of business shall consist of three of the five members of the Board
If at any regularly scheduled meeting a quorum is not present, the board members present may choose to immediately end that meeting. If they choose to hold that meeting, no business requiring a vote will be conducted. However, at the next meeting with a quorum, the Board shall conduct the business that required a vote at the meeting at which a quorum was not present.

Article VIII. Officers:

1. Officers of the Board shall be elected at the first meeting after the conclusion of the fiscal year, their terms shall be for one year each, and shall be as follows: President and Vice President. Officers will take office upon selection.
2. The Library Director, or designee, shall keep an accurate record of all proceedings of the board meetings. Such records shall be kept on file in the library and made available to the public, in either paper or electronic format.
3. An officer may succeed herself/himself in that same position, but not serve more than three successive years in that position.
4. The President shall preside at all meetings, authorize calls for any special meetings, appoint committees, execute documents authorized by the Board, and generally perform the duties of a presiding officer.
5. The Vice-President will preside in the absence of the President.
6. In the absence of both the President and Vice President, the quorum assembled shall appoint a temporary President.
7. When a vacancy in an officer position occurs, the position shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. That member shall hold office until the next regularly scheduled election of officers.

Article IX. Committees:

1. The Board will meet as a committee-of-the whole.
2. The Board may create ad hoc committees for the study of special situations and events. Action by the board committees are advisory only.
3. Members shall be appointed by the President and they shall serve until the final report of the work for which they were appointed has been filed. Such committees may also include staff representatives.
4. The Chairperson is not an ex-officio member of any or all committees.

Article X. Remuneration:

1. Per Diem - Library Board members may receive a per diem payment for attendance at regular board meetings, special board meetings, special committee meetings, and conferences, according to MN Statutes, section 375.47.
2. Mileage - Library Board members may be reimbursed for mileage expenses at the rate currently in effect for County employees. Mileage will be calculated based on the distance to the meeting from a member's home address.

Article XI. Library Director:

1. The Library Director is an ex-officio, non-voting member of the board.

2. The Library Director shall attend all Board meetings or send a designee, along with notice to the Board if unable to attend.
3. The Library Director shall carry out all policies of the Board and be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library and its services under financial conditions set forth in the annual budget.
4. The Library Director is under the direction and review of the County Administrator with advice and counsel from the Board.

Article XII. Limitations:

1. No member of the Library Board or immediate relative shall be considered for staff employment.
2. No member of the Library Board shall have any right or privilege to use the resources, business finances or contacts of the Public Library for personal use or profit except for such rights that are granted to any other library card-holding resident.

Article XII. Amendments:

1. These by-laws may be amended at any regular meeting or special meeting of the Board with a quorum present, by unanimous vote of the members present, providing the amendment was stated in the call for the meeting.
2. These by-laws supersede any and all of the Board's by-laws in existence prior to the date of acceptance of these by-laws. These bylaws will be in force upon adoption by the Library Board.

Article XIII. By-Laws and Policy Review Schedule

1. The By-Laws of the Nobles County Library Board will be reviewed as needed, or every three years. The date of next review will be listed at the bottom of the adopted by-laws.
2. All policies established by the Nobles County Library Board will be reviewed as needed or every four years. The date of next review will be listed at the bottom of each adopted policy.

Policy History:

Initially adopted: 9/10/1997

Current version adopted: 08/14/2023

Next Review: 10/2024