

**ANOKA COUNTY
LIBRARY ADVISORY BOARD
BYLAWS**



Anoka County
LIBRARY

Ideas, Information, Inspiration.

Administrative Offices
707 County Rd 10 NE
Blaine, MN 55434-2398

PREAMBLE

WHEREAS, pursuant to Minn. Stat. § 134.115, the Anoka County Board of Commissioners established the Anoka County Library Advisory Board ("Library Board") to provide advice and make recommendations on matters pertaining to Anoka County Library ("Library") services, and to provide recommendations regarding integrated county service delivery that impacts or is enhanced by Library services.

NOW, THEREFORE BE IT RESOLVED, the Library Board hereby adopts these Bylaws to govern the exercise of its functions, powers, and duties to advise the Library.

OUR MISSION

Connect the community to ideas, information, and inspiration; and help foster knowledge, creativity, and opportunity in the county.

1. Composition of the Library Board

The Library Board consists of seven members appointed by the Board of County Commissioners. A County Commissioner is appointed to serve ex officio as a liaison between the Library Board and the Board of County Commissioners. By custom, the Commissioner Liaison also serves as the Anoka County representative to the Board of Trustees of the Metropolitan Library Service Agency (MELSA).

2. Officers

1. Election time: Officers of the Library Board will be chosen at the regular January meeting and shall be as follows: President, Vice President, and Secretary.
2. Succession: An officer may succeed himself or herself, provided, that the President or Vice President may not serve more than three consecutive terms.
3. Duty of the President: The President of the Library Board shall preside at all meetings, perform the duties of a presiding officer, and represent the Library Board as appropriate.
4. Duty of Vice President: The Vice President will assume the duties of the President in his or her absence.
5. Secretary: A true and accurate record of board meetings as defined by the State Auditor's Statement of Position will be kept by the Secretary or a designated clerk appointed by the Library Board at the regular January meeting. The minutes and other record of the Library Board will be kept on file at Library Support Services.

3. Committees

1. Committees and task forces for the study and investigation of special opportunities or conditions may be appointed by the President. Committees and task forces will serve until the completion of the work for which they were appointed.

4. Powers and Duties

The Library Board shall provide advice and make recommendations on matters pertaining to county library services. The Library Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The Library Board may exercise additional powers and duties as delegated by the county board.

Library Board Responsibilities:

1. Encourage innovation and creativity, foster thoughtful and strategic discussions about opportunities and challenges for the library, and support library initiatives.
2. Communicate library programs, resources, and services to the community to help increase library usage.
3. Promote the library in the community and ensure the resources available meet their needs through strategic planning.
4. Review policies and rules governing library operations, the annual operating budget, and a capital improvement plan for submission to the county board.
5. Accept donations to the library and support fundraising opportunities.
6. Review and approve account receivable monthly.
7. Participate in the reconsideration request process when decisions are challenged.
8. Provide oversight on expenditures and make recommendations to the county board through the Library Director.

5. Meetings of the Library Board

1. The Library Board will meet once each month to approve expenditures and conduct its business. Meeting dates for the year will be established at the regular January meeting. Should a conflict to the established regular meeting date later arise, the Library Board may reschedule its meeting to a date approved by a majority of the Library Board membership. Special meetings to conduct business may be called for a time and date set by the President or by a 4/7ths majority of the Library Board.
2. The public is welcome to attend any open meetings of the Library Board. Members of the public wishing to address the Library Board may do so during the Open Forum portion of the meetings. They will introduce themselves, indicate any relevant group affiliation and limit their comments to two minutes. At the end of the Open Forum, the Library Board will continue with the meeting agenda.

6. Offices/Location

The address of the Library Board is 707 County Rd 10 NE, Blaine, MN (Library Support Services). Regular meetings of the Library Board will be held at Library Support Services unless another location is announced. Meetings are "public meetings" under Chapter 13D of Minnesota Statutes, the Minnesota Open Meeting Law. To the extent required by law, notice of Library Board meetings will be posted on the principal bulletin board at Library Support Services.

7. Rules of the Library Board

1. Library Board meetings will be conducted by the President, using the latest edition of Robert's Rules of Order as the rules for the conduct of the meeting.
2. A majority of the Library Board is a simple majority of those members present and voting. A

quorum is necessary for conducting official business and will consist of a simple majority of those currently serving on the Library Board.

3. In the absence of the President and Vice-President, those present in the quorum will elect someone to chair the meeting.

8. Limitations of the Board

1. Personnel Selection: Regular and Temporary personnel will be selected and appointed by the Library Director as provided by the Anoka County Personnel Rules and Regulations (including adherence to the Equal Opportunity Employment and Affirmative Action Policies).
2. Financial Gain Prohibited: No member of the Library Board or Library staff shall use the resources, business, finances, and contracts of the library for personal use or profit provided that library materials and resources may be used to the extent and on the same terms as they are available to the public.
3. Terms of Office: Members are appointed for three-year terms. Members are limited to not more than three consecutive terms, plus any portion of an unexpired term to which they are appointed.
4. Reimbursement of Board: The Library Board may, pursuant to Minnesota Statutes, receive reimbursement for expenses incurred in attending meetings and travel representing the library. The method, and amount, of payment will be determined by the County Board.
5. Members serve at the pleasure of the Anoka County Board of Commissioners and may be removed at any time for misconduct, neglect, or at the discretion of the county board.
6. Liability: Minnesota Statute Chapter 466 authorizes Anoka County to defend, save harmless, and indemnify any of its officers and employees (including Library Board members) from lawsuits which might be brought against them for their alleged acts or omissions occurring in the performance of their duties. The Anoka County Employee Liability Indemnification Plan is the document which sets forth the circumstances in which an employee will be covered, the amount and type of coverage, as well as the exclusions and exceptions to coverage. A library employee or Library Board member will promptly file a report about any occurrence that could result in legal action against Anoka County or the Library.

9. Duties of the Library Director

1. Appointment: The Library Director is appointed and serves pursuant to the provisions of any written or verbal agreement of employment as may be entered into.
2. The Library Director will be the executive officer of the Library Board and the Department Head of the Library. The Director will have the sole charge of the management and administration of the Library under the direction, supervision, and review of the County Administrator.
3. The Library Director will be the appointing authority for the Library staff under the provisions of the Anoka County Personnel Rules and Regulations.
4. The Library Director will be held responsible for the daily care of the buildings and equipment, for the employment and direction of the staff under Anoka County Personnel Rules and Regulations, for the completeness and efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the approved annual budget.
5. The Library Director, as an Anoka County department head, is responsible for working with other county departments following all pertinent Anoka County policies.
6. The Library Director will attend all Library Board meetings unless excused for approved leave.

10. Oath of Office

As prescribed in Minn. Stat. §§ 358.01 et seq. and the Constitution of the State of Minnesota, Article V, Section 6, Library Board Members, upon assuming office, will be required to subscribe to the following Oath of Office:

"I, (insert name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the Office of Board Member of the Anoka County Library Advisory Board to the best of my judgment and ability."

Such oath of office is to be signed, filed (with the Office of Property Records) and administered by the clerk of the Library Board in his/her capacity as Notary Public.

11. Amendments

1. Proposed amendments to the Bylaws must be distributed to Library Board members at least 10 working days before consideration by the Library Board.
2. The Library Board may approve amendments to the Bylaws at any regular or special meeting by a two-thirds affirmative vote of the full Library Board membership.

12. Effective Date

1. These Bylaws shall become effective upon adoption by a two-thirds affirmative vote of the Library Board and will remain in effect until the Library Board dissolves or as otherwise amended.
2. If a conflict arises between these Bylaws and applicable state or federal law, or other implementing regulation or county board resolution, the provisions specified in the law, regulation, or resolution shall prevail.

Date of Adoption 9/25/23

Certified by:

sis , Clerk

sis , President