

Houston Library Board of Trustees Bylaws

Article I Identification

The name of the organization is the Board of Trustees for the Houston Public Library, located in Houston, Minnesota.

Article II Oath of Office and Purpose

You do swear to support the Constitution of the United States and of this state, to discharge faithfully the duties of this office to the best of your judgment and ability; to represent the library both to the people and to the governing officials; 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 library service to those not previously served. So help you God.

Article III Board of Trustees

Section 1. Responsibilities and Duties

The library board shall have exclusive control of the expenditures of all money collected or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes. All money received for the library shall be paid in the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board. The library may lease room for library use. The library board shall recommend a qualified library director and other staff as necessary, recommend the compensation of employees, and recommend removal of any of them for cause. With the approval of the City Council, the library board may purchase grounds and erect a library building thereon.

Section 2. Number and Qualifications

The library board shall consist of seven (7) members, all having full voting privileges. Five (5) shall be residents of the City of Houston. Of the five (5) City members, one (1) shall be a City Council person. Two (2) members shall be residents of Houston County. The Mayor, with the consent of the City Council shall appoint all members.

Section 3. Terms of Office

Of the seven (7) members appointed, three shall hold office for one year, two for two years, and two for three years. All terms shall end with the calendar year. Annually the mayor with the approval of the City council shall appoint board members for the term of three years until their successors qualify a sufficient number of members to fill the places of those whose term or terms expire. A library board member shall not be eligible to serve more than three consecutive three-year terms.

Section 4. Disqualification and Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Chairperson of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend three consecutive meeting of the board, the board may declare his/her position vacant.

It shall be the duty of the Chairperson to notify the Mayor of the vacancy, and, by direction of the board, suggest one or two persons who may be qualified to fill the position. The Mayor, with the consent of the City Council shall appoint all members.

Vacancies shall be filled by the City Council for the remainder of the original term. Members shall serve until a successor is appointed and qualifies. The Mayor with the consent of the City Council may remove any member.

Section 5. Officers

Officers of the board shall be elected at the annual meeting and shall be as follows: chairperson, vice chairperson, and secretary. An officer may succeed himself/herself. The chairperson shall preside at all meeting, authorize call for special meeting, and generally perform such other duties as custom and law devolves upon the chairperson. The vice-chairperson shall preside in the absence of the chairperson. The secretary shall keep an accurate record of all proceeding of the board meetings.

Article IV Meetings

Section 1. Monthly Meetings

The library board shall meet regularly, once a month. Meetings shall be held at the Houston Public Library or at the place designated at the previous meeting.

Section 2. Annual Meeting

The January shall be the annual meeting.

Section 3. Special Meetings

Special meeting may be called by the Chairperson, or upon written request of two members. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member of the Board at least one day in advance of the meeting.

Section 4. Quorum

A quorum for transaction of business shall consist of a simple majority.

Section 5. Order of Business

Section 6. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of all meetings.

Article V Committees

Section 1. Standing Committees

Following the annual meeting, the Chairperson shall appoint standing committees as follows: Personnel, Building and Grounds Committee. Each of these committees shall consist of three members of the board. The chairperson shall be an ex-officio member of all committees.

- a. Personnel Committee Personnel Committee shall make recommendations to the board relative to all matter pertaining to staffing.
- b. Building and Grounds Committee The Building and Grounds Committee shall advise the librarian on the maintenance and repair of buildings and grounds. The Committee shall see that the premises and contents are properly insured. The Committee shall make recommendations to the board relative to major expenditures or major repair programs.

Section 2. Ad Hoc Committees

The chairperson, with the approval of the board, will appoint Ad Hoc Committees for the study of special problems to serve until final report for which they were appointed has been filled.

Article VI Library Director

The Library Director shall attend all board meetings except those that concern the appointment, evaluation or salary of the Director. The Director shall participate ex officio in all of its meetings, and report to the Board at each meeting on the progress of the library program. Each report shall become a part of the regular board minutes.

Article VII Amendments

The by-laws may be amended by a two-third vote of the board, provided the amendment was submitted in writing in the call for the meeting.

Article VIII Miscellaneous

Section 1. Reimbursements

Library board members shall receive no compensation for their services but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities.

Section 2. Personal Use

No member of the board or staff member of the library shall use the resources, business, finances and contracts of the library for personal use or profit.

11/01/01 Bylaws approved by the Houston Public Library Board of Trustees
2/12/10 Bylaws amended by the Houston Public Library Board of Trustees