Houston Public 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 the 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, 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

Each of the seven (7) appointed members will serve a term of three (3) 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 meetings 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. If a board member misses three consecutive meetings without contacting the board, that board member will need to be replaced.

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 meetings, authorize calls for special meetings, 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 proceedings of the board meetings.

Article IV Meetings
Section 1. Monthly Meetings
The library board shall meet regularly, once every other month. If a meeting is deemed necessary on the non-scheduled meeting month, the meeting can be held on the typically scheduled day and time during that month with notification given at least one day (24 hours) prior to the meeting in accordance with Article IV, Section 3: Special Meetings. The meeting shall be held at the Houston Public Library or at the place designated at the previous meeting. Meetings shall be hosted at the Houston Public Library with the option for members to attend virtually.

Section 2. Annual Meeting
The January meeting shall be the annual meeting.

Section 3. Special Meetings
Special meetings 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 it is 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 matters 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 the 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
2/10/26 Bylaws amended by the Houston Public Library Board of Trustees