
**Ramsey County Library Board
Subcommittee Meeting
May 18, 2016
3025 Southlawn Drive
5:30-6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

- I. Review Proposed Changes to By-laws
- II. Review Proposed Changes to Responsibility Chart
- III. Next Steps

Please read the attached documents and make notes for suggested changes prior to the meeting.

Library Board

Kim Vanderwall, Chair
Janice Rapheal, Vice Chair
John Hakes, Secretary
Marisol Chiclana-Ayala
Craig Klausung
Paula Mielke
Tou Xiong

Library Director

Susan M. Nemitz

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**Ramsey County Library
Board of Trustees
BY-LAWS**

ARTICLE I
Identification

The name of the organization is the Ramsey County Library, located in suburban Ramsey County, Minnesota, with administrative office at ~~4570-4560~~ North Victoria Street in Shoreview, and libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

ARTICLE II
Purpose

~~The purpose of the Ramsey County Library is to~~ The mission of the Ramsey County Library is to CONNECT community, INSPIRE Curiosity, and CULTIVATE learning.

The purpose of the Ramsey County Library Board of Trustees as established by Minnesota Statute is to provide the legal, financial, policy and planning responsibility for all operations of the Ramsey County Library. The Library Board also selects, supervises and evaluates the Library Director.

ARTICLE III
Board of Trustees

Section 1. Number and qualifications.

The governing body of the library is the Board of Trustees, which is composed of seven ~~(7)~~ members as appointed by the Board of Ramsey County Commissioners. Members shall be residents of suburban Ramsey County.

Section 2. Term of office.

The term of office of trustees shall be ~~up to~~ three ~~(3)~~ years. No trustee shall serve more than three ~~(3)~~ consecutive terms. Terms will be staggered to ensure continuity. If the Board of Ramsey County Commissioners does not make a timely appointment for an expired term, the ~~A~~ trustee whose term expired may continue to serve until an appointment is made. If a member is appointed to serve an unexpired term of office and serves more than half of a regular term, it shall be considered a full term of office.

Section 3. Disqualifications, vacancies.

Any member who moves out of suburban Ramsey County shall ~~be responsible for notifying the Secretary of the Board of Trustees~~ vacate their position. ~~Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the Secretary to notify the Board of~~

~~Ramsey County Commissioners of the vacancy.~~ The board of County Commissioners may remove any member for misconduct or neglect

*Approved by the Ramsey County Library Board
January 15, 2014*

Section 4. Officers.

Officers of the Board of Trustees shall be a chair, vice chair, and secretary. Officers shall be elected at the ~~regular annual meeting~~first business meeting of the calendar year. An officer may ~~succeed him/herself~~serve two consecutive terms. Vacancies in office shall be filled by majority vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer. ~~The Chair shall vote in the same manner as other Trustees.~~

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all regular meetings and special, ~~and, on authorization of the Chair, of all special meetings~~, are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Section 5. Indemnification.

Subject to limitations set forth in Minnesota Statutes 466.04, Ramsey County will defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer ~~(1)~~ was acting in the performance of the duties of the position; and ~~(2)~~ was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE IV Meetings

Section 1. Time and place.

The Board of Trustees ~~shall meetings shall be held on the dates, times and places specified at the annual meeting. The Library board will give public notice of all meetings and all meetings will be open to the public in accordance with Minnesota's Open Meeting Law. meet on the third Wednesday of each month as needed at the place and time designated at the preceding meeting. The first Wednesday of each month shall be the preferred date for additional meetings as deemed necessary by the Board.~~ The first meeting in January shall be the annual meeting.

Section 2. Special meetings.

Special meetings of the Board of Trustees may be called by the Chair or upon the written request of
| four ~~(4)~~ members for the transaction of business as stated in the meeting request.

Section 3. Notices of meetings.

All members shall be notified of all meetings at least two ~~(2)~~ days before the meeting. Notice for any meeting not scheduled in accordance with Section 1 above shall be accomplished through U.S. Mail, making a good faith effort to contact a trustee via telephone, or by sending an electronic mail message to the address so designated by the Trustee.

In addition, notices shall be posted in all libraries and released to the press. All meetings of the Ramsey County Library Board of Trustees are held in accordance with the Minnesota Open Meeting Law (Minn. Stat. 471.705).

Section 4. Quorum.

A quorum for the transaction of business shall consist of four ~~(4)~~ voting members of the Board of Trustees. [Explore digital access](#)

~~Section 5. Order of business:~~

~~Order of business at regular meetings may be as follows:~~

- ~~1. Call to order~~
- ~~2. Public comment/introduction of visitors~~
- ~~3. Consent agenda~~
- ~~4. Action items~~
- ~~5. Discussion items~~
- ~~6. Reports~~
 - ~~a. Library Director~~
 - ~~b. Friends of the Ramsey County Libraries~~
 - ~~c. Committees~~
 - ~~d. Other~~
- ~~7. Other~~
- ~~8. Adjournment~~

Section 6. Parliamentary authority.

Should any questions arise as to procedure, [Rosenberg's Robert's Rules of Order](#) (latest edition) shall be followed.

ARTICLE V Committees

The Chair may appoint standing committees as needed by the Board of Trustees. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until completion of the work for which they were appointed.

ARTICLE VI

*Approved by the Ramsey County Library Board
January 15, 2014*

Duties of the Board of Trustees and Library Director- See Attachment A

1. ~~Select and appoint a competent Library Director to administer the library.~~
2. ~~Determine the policy of the library, and, through the Library Director, assure the highest degree of operating efficiency in the library system.~~
3. ~~Advise in the preparation of the budget, approve it, and make sure adequate funds are provided to finance the approved budget.~~
4. ~~Through the Library Director, supervise and maintain buildings and grounds.~~
5. ~~Regularly review various physical and building needs to see how well they meet the requirements of the total program. Initiate and carry through plans for additional or remodeled facilities when deemed necessary.~~
6. ~~In conjunction with the Library Director and library staff, do long-range strategic planning to assure that the Ramsey County Public Library will continue to meet the information needs of its community in the years to come.~~
7. ~~Study and support legislation that will bring about the greatest good to the greatest number of libraries.~~
8. ~~Cooperate with other public officials and boards and maintain vital public relations.~~

ARTICLE VII
Conflicts of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. There must be no self-dealing or conduct of private business or personal services between any Board member and the library except as procedurally controlled to assure openness, competitive opportunity and equal access to information. Board members must not use their position to obtain for themselves, family members or close associates employment within the library. Should a trustee be faced with a conflict of interest, they must temporarily withdraw from board deliberation, voting and access to applicable information.

Library Director

~~The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director is expected to attend all Board meetings but has no vote.~~

ARTICLE VIII
Compensation

*Approved by the Ramsey County Library Board
January 15, 2014*

Members of the Board of Trustees shall be paid a per diem of \$50.00 per meeting for a maximum of two meetings per month. There shall be no reimbursement for mileage expense.

ARTICLE IX
Liaison with Board of Ramsey County Commissioners

A Ramsey County Commissioner may be appointed by the Board of Ramsey County Commissioners to serve as liaison between the Library Board of Trustees and the Board of Commissioners.

ARTICLE X
Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the voting members present, providing the amendment was stated in the call for the meeting.

These by-laws will be in force upon adoption by the Board of Trustees of the Ramsey County Library.

ARTICLE XI
Policy Enactment

Unless otherwise specified by the Board of Trustees, the Director shall enact all policies and procedures adopted by the Library Board on the first day of the month no less than 90 days following Board approval.

Library Board Roles and Responsibilities – draft 1

Responsibilities	Library Director	Library Board	Friends
General Administrative	<ul style="list-style-type: none"> • Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programming. • Act as advisor to the board and provide support to the friends. 	<ul style="list-style-type: none"> • Recruit and employ a qualified library director. • Maintain an ongoing performance appraisal of the director. 	<ul style="list-style-type: none"> • Support quality library services in the community through fund raising, volunteerism and advocacy.
Policy	<ul style="list-style-type: none"> • Apprise library board of the need to develop new and revise current policies. • Ensure implementation of adopted board policies. 	<ul style="list-style-type: none"> • Identify and adopt written policies to govern the operation and programs of the library. 	<ul style="list-style-type: none"> • Support the policies of the library as adopted by the library board.
Planning	<ul style="list-style-type: none"> • Coordinate and implement a strategic plan with the library board, friends, staff and community. 	<ul style="list-style-type: none"> • Ensure that the library has a strategic plan with implementation and evaluation components. 	<ul style="list-style-type: none"> • Provide input into the library’s strategic plan and support its implementation.
Fiscal/ Operational	<ul style="list-style-type: none"> • Prepare an annual budget for the library in accordance with county instructions. • Provide appropriate monitoring data. 	<ul style="list-style-type: none"> • Seek adequate funds to carry out library operations. • Assist in the preparation and approve the annual budget. • Monitor organization performance. 	<ul style="list-style-type: none"> • Conduct fund raising to support the library’s mission and plans.
Advocacy	<ul style="list-style-type: none"> • Promote the mission of the library within the community. • Educate the library board, friends and community regarding local, state and national issues that impact the library. 	<ul style="list-style-type: none"> • Promote the mission of the library within the community. • Advocate for the library to policymakers. • Advocate on behalf of the Friends to the community. 	<ul style="list-style-type: none"> • Promote the mission of the library within the community. • Advocate for the library to policymakers.
Meetings	<ul style="list-style-type: none"> • Participate in library board and friends’ board meetings. 	<ul style="list-style-type: none"> • Maintain a liaison to the friends’ board. 	<ul style="list-style-type: none"> • Maintain a liaison to the library board.
Communications	<ul style="list-style-type: none"> • Develop communications planning and messaging • Speak publically on behalf of the Library 		