

BY-LAWS OF THE MCKENZIE COUNTY/WATFORD CITY LIBRARY BOARD OF DIRECTORS

Revision Approved 11/13/2019

Article I.

Section 1

The Library Board of Directors will be known as the McKenzie County Public Library Board of Directors, who will govern the public library identified as the McKenzie County Public Library.

Section 2

The Board shall have those duties and responsibilities authorized by North Dakota Century Code 40-38-04, as enumerated below.

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the board as may be expedient and not inconsistent with the provisions of this chapter.
2. To make and adopt such bylaws, rules and regulations for the management of the library and reading room as are expedient and not inconsistent with the provisions of this chapter.
3. To control, exclusively, the expenditures of all moneys collected for or contributed to the library fund.
4. To have the supervision, care, and custody of the library property, and of the rooms or buildings constructed, leased, or set apart for the use of library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the state of North Dakota and adjoining states, and the state library.
6. To employ qualified personnel to administer the public library and dispense library services.

Article II

Section 1

The purpose of the Board of Directors is to provide governance to the McKenzie County Public Library so that this institution may fulfill its mission and achieve its vision.

Article III

Section 1

The public library facilities of McKenzie County shall be governed by a library board of five directors. The term of office is three years beginning July 1 of the year appointed. No director shall serve for more than two consecutive-three-year terms, after which at least one year must elapse before that same director may be reappointed.

Section 2

Any director who is absent from three consecutive meetings of the library board shall be deemed to have resigned their office unless their absence is excused and approved by the Library Board. All vacancies on the Library Board shall be promptly reported to the Board of County Commissioners of McKenzie County and successor directors shall be appointed within thirty days. Any appointment made to fill an unexpired term shall be for the remainder of that term only, but will be eligible for subsequent appointment for up to a maximum of two 3-year terms.

Section 3

No compensation shall be paid or allowed to a Director, but a Director shall be reimbursed any reasonable expenses incurred in the performance of the duties of their office if they are approved by the Library Board. Mileage will be paid to and from the designated meeting place.

Article IV

Section 1

The Library Board shall meet at least twelve times each calendar year. The regular meeting of the Library Board shall be held at a time designated by the Board. Meetings will be held in the Sanford Room in the McKenzie County Public Library, or such other place as the Board may determine, providing at least five days advance notice is given. The dates of the regularly scheduled meetings will be filed annually in January with the County Auditor. The Board will abide by all requirements of North Dakota Law regarding open meetings.

Section 2

On the first regular meeting after the 1st day of July each year, the Library Board shall meet and organize by electing directors to serve as President, Vice President, and Secretary; each to serve for a term of one year and until a successor is elected.

Section 3

A quorum of the Board is three members.

Section 4

Robert's Rules of Order, latest revision, will govern proceedings of the board and its committees to the extent practicable.

Section 5

All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 6

Special meetings may be held at any time when called by the president or at the request of three directors. All directors must be notified at least five days in advance of a special meeting.

Article V

Section 1

Officers of the Board of Directors will consist of a President, Vice President and a Secretary.

Section 2

The President presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, serves as an ex-officio voting member of all committees, and generally performs all duties associated with that office.

Section 3

The Vice President has such powers and duties as the Board shall designate. In the absence or inability of the President to perform the duties of that office, the Vice-President will assume and perform the duties and functions of the President.

Section 4

The Secretary keeps an accurate written account of the proceedings of each meeting. The Secretary will sign approved minutes and place a copy on file at the Library. The Secretary maintains a file containing all significant documents.

Section 5

If a quorum is present but neither the President nor the Vice President is in attendance, the members in attendance may elect another member to preside over the meeting. If the Secretary is not in attendance, the members may elect another member to record the minutes.

Article VI

Section 1

The Library Director will issue and sign purchase orders for goods and services in accordance with the budget parameters set by the Library Board. The County Auditor shall administer the library fund. The County Auditor shall pay out monies from the library fund belonging to the Library Board only upon properly drawn vouchers, pursuant to the order of the Library Board. The funds received by the County Auditor from the County or City shall not revert to or be considered funds on hand by either party furnishing the same at the end of any biennium or fiscal year.

Article VII

Section 1

The President will appoint committees for specific purposes, as the business of the Board requires. All committees will make progress reports at each regular meeting. No committee will have other than advisory powers unless granted powers by a majority vote of the Board. Committees will only serve until the completion of the assignment, unless specifically designated by the Board as a standing committee.

Article VIII

Section 1

The Board will employ and supervise a qualified library director who will administer policies adopted by the Board; recommend policies to the Board; employ, direct, and supervise the library staff; prepare and present required reports; and otherwise promote effective library services.

Article IX

Section 1

These bylaws may be adopted or amended by a majority vote of the members of the Board present at a regular meeting subsequent to notification of the proposed change. Updated bylaws shall be kept on file at the Library. An additional copy shall be filed with the County Auditor.

Article X

Section 1

The Library Director shall complete the North Dakota Public Library Annual Report form for the current year and submit it to the McKenzie County Public Library Board of Directors and the North Dakota State Library. The Board of Directors shall make an annual report to the McKenzie County Commissioners. Copies of the report shall be filed with the County Commissioners and the State Library.