



BYLAWS OF
THE MCKENZIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Reviewed by State's Attorney Skarda 05.13.22

Approved by the Library Board 06.15.22

Approved by the Board of County Commissioners for McKenzie County 07.05.22

ARTICLE I

Section 1. The name of this body shall be known as the McKenzie County Public Library Board of Trustees.

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 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 Trustees is to provide governance to the McKenzie County Public Library so that this institution may fulfill its mission and achieve its vision.

Section 2. The vision of the McKenzie County Public Library is that it will “promote the success of the communities of McKenzie County by using traditional and innovative methods to develop lifelong learning through the provision of convenient and timely access to relevant information and resources for education, work, and personal enrichment.”

Section 3. The mission of the McKenzie County Public Library is to “cultivate prosperous communities by enhancing the Library and its services.”

ARTICLE III

Section 1. The Board of Trustees is comprised of five people appointed by the McKenzie County Board of Commissioners as delineated by North Dakota Century Code (40-38-03).

Each trustee may hold office for a term of three years from the first day of July in the year of appointment or until a successor has been appointed. No member of the Board may serve for more than two consecutive terms, after which an interval of one year must elapse before the same member may be reappointed.

Trustees must be residents of McKenzie County.

The McKenzie County Board of Commissioners may remove any trustee for misconduct or neglect of duty. The Board also has the collective power to censure one of its members for misconduct and may recommend their removal from the Board to the County Commission.

Any Trustee that fails to attend three (3) sequential Board meetings shall be deemed to have resigned their office unless their absence is exonerated by the Board.

Section 2. In the event of a vacancy on the Board, said vacancy will be filled by the McKenzie County Board of Commissioners for the balance of the term. Trustees who fill such terms will be eligible for subsequent appointment for up to a maximum of two (2) consecutive 3-year terms.

Section 3. Trustees serve without compensation except for reimbursement of expenses that have been preapproved by the Board.

ARTICLE IV

Section 1. Regular meetings of the Board of Trustees will begin at 4:15 p.m. on the third Wednesday of each month in the Library's Sanford Room. At least five (5) days advance notice will be given should the Board change the date, time or location of the meeting. The Board will abide by all requirements of North Dakota law regarding open meetings.

Section 2. An annual meeting of the Board shall be held immediately following the regular July meeting. The purpose of this meeting is to elect officers.

Section 3. A quorum of the Board is three members.

Section 4. Resolved, that the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Section 5. Special meetings may be held at any time when called by the president or at the request of three trustees. All trustees must be notified at least five days in advance of a special meeting.

ARTICLE V

Section 1. Officers of the Board of Trustees 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 Library Director will function as treasurer of the Board with ongoing coordination with the fiscal agent for the County. The Library Director will issue and sign all purchase orders, maintain records of all Library monies received and expended, and perform such other duties as are associated with that office.

Section 5. The Secretary will create and maintain a permanent public record of the proceedings of all regular and special meetings.

Section 6. If a quorum is present but neither the President nor the Vice President is in attendance, those in attendance may elect another member to preside over the meeting. If the Secretary is not in attendance, the Board shall elect who will record the minutes.

ARTICLE VI

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 any other powers besides informational gathering for the Board. Committees will only serve until the completion of the assignment, unless specifically designated by the Board as a standing committee.

ARTICLE VII

Section 1. The Board will employ and supervise a qualified Library Director. The Director will administer policies adopted by the Board; recommend policies to the Board; employ, direct, and supervise the Library staff within established McKenzie County Personnel and Administrative policies; prepare and present required reports; and otherwise promote effective Library services.

ARTICLE VIII

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.