

**BY-LAWS  
GRAND RAPIDS AREA LIBRARY  
BOARD OF DIRECTORS**

**ARTICLE I: PURPOSE**

The mission of the Grand Rapids Area Library is to foster a welcoming environment that builds a connected, informed and engaged community.

To carry out that mission, the Library Board shall operate a free public library as authorized under Minnesota Statutes and under the City of Grand Rapids Municipal Code.

**ARTICLE II: LOCATION**

The principal office of the Library will be within the library building of the City of Grand Rapids. Records of the Library will be maintained there-for public inspection.

**ARTICLE III: BOARD OF TRUSTEES**

Section 1. Composition

The Board shall be composed of nine (9) members. Five (5) members of the Board must be residents of the City of Grand Rapids. Four (4) must be residents of other supporting governmental units.

Section 2. Selection

Appointment of members to the Library Board is made by the City Council of the City of Grand Rapids. Membership on the Library Board is open to any resident of the Library's service area. Openings will be advertised by the City, and applications will be received in the City Administrator's Office. All applicants will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

Section 3 Term of Office.

Members are appointed to three (3) year terms, with an expiration date of December 31. Individuals appointed to replace Board members whose terms had not expired at the time of resignation shall be appointed to the remainder of the original three (3) year term. Maximum service is for three (3) consecutive terms. Members may be reappointed after a one year absence.

Section 4 Vacancies

Vacancies of the Board shall exist on the death, resignation or removal of a member. Vacancies shall be filled by appointment by the Grand Rapids City Council.

#### 4.1 Resignation.

Any Member may resign at any time by giving written notice of his or her resignation to the Board of Trustees. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Member who is absent from three (3) consecutive meetings of the Board of Trustees without good cause acceptable to the Board shall be deemed to have resigned.

#### 4.2 Removal.

One or more Members may be removed by the Board of Trustees whenever, in its judgment, the best interests of the Library would be served. A Member may be removed by the affirmative vote by the majority of the Board of Trustees.

### Section 5 Officers

The officers of the Board shall consist of President, Vice-President and Secretary. Officers shall be elected by the Board at its reorganization meeting in January of each year.

The duties of officers shall be as follows:

- A. The President will preside at the meetings of the Board of Trustees.
- B. The Vice-President shall act in the absence or disability of the President.
- C. The Secretary shall act in the absence of the President and Vice-President

### Section 6 Powers and Duties of the Board

The powers and duties of the Board are those assigned to the Boards of Trustees of Public Libraries in Minnesota Statutes section 134.11.

### Section 7 Compensation

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 8 Meetings

- A. Place of meetings: Meetings shall be held at the Library or at another place designated by the Board of Directors. If another place is designated, public notice must be given.
- B. Regular Meetings: Regular meetings of the Library Board shall be held monthly on a consistent schedule.
- C. Special Meetings: Special meetings of the Library Board may be called by the President, Vice-President or any two members. Such meetings shall be held at the Library or at another designated place. No items of business not specified with the notice of special meeting may be acted upon by the Board at a special meeting.
- D. Notice of Meetings: Immediately following annual reorganization, the Board shall notify the City Council and the official newspaper of the City of the time and place of regular meetings. Notice of

special meetings shall be made to the official newspaper of the City and to all members of the Board of Directors at least three (3) working days prior to a special meeting. Notice of special meetings must include a listing of any topics to be considered at the meeting.

- E. Quorum: A quorum shall consist of five (5) of the members of the Library Board.
- F. Conduct of Meetings:
  - a. Robert's Rules of Order shall constitute the rules governing all meetings of the Board unless those rules are in conflict with these by-laws or with provisions of law.
  - b. Meetings shall be conducted in accordance with the Open Meeting Laws of Minnesota
  - c. A time for public comment shall be specified at each meeting
- G. Board members are allowed to participate in meetings via video connection if the requirements of MN Statutes 13D.02 are met.

Section 9 Majority Action as Board Action

Every act or decision done or made by a majority of the Board present at a duly held meeting at which a quorum is present is the act of the Library Board unless the laws of the State of Minnesota or these by-laws require different voting rules or a greater percentage for approval.

ARTICLE IV COMMITTEES

There may be Ad Hoc Committees appointed as needed, each of which shall consist of at least two persons appointed by the Board. The committee shall review matters as requested by the Board and advise the Board relative to the matters or make recommendations for consideration by the Board

ARTICLE V. LIBRARY RECORDS AND REPORTS

The Library Director shall maintain records in the Library for public and Board review. Records of Library correspondence, public relations, reports and all other library transactions shall be maintained as required by law  
Financial records for the Library Board shall be maintained by the Finance Department of the City of Grand Rapids. Such records shall be audited annually as part of the audit of the City of Grand Rapids. All financial transactions of the Library or its Board must be carried out through the Finance Department.

ARTICLE VI AMENDMENT

The Board may amend these by-laws to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Amendments proposed at one regular meeting of the Board may be approved at the next regular meeting. Proposed changes to the by-laws must be mailed to board members at least 20 days prior to the meeting during which the vote on approval will take place.

*Amended Bylaws approved August 13, 2014*