

BY-LAWS FOR THE COOK LIBRARY BOARD

Amended and approved on January 7, 2015

ARTICLE I

Identification

The name of the organization is the Cook Public Library located in Cook, Minnesota.

ARTICLE II

The purpose of the Cook Public Library Board is to represent the library both to the people and to the governing officials. It is the trustee's obligation 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 libraries; and extend library service to those not previously served.

ARTICLE III

Board of Trustees

Section 1. Number and qualifications

The advisory body of the library is composed of nine members as approved by the Cook City Council with five members representing the community of Cook and four members representing the surrounding townships.

Section 2. Term of office

The term of office of trustees shall be three years. All terms end with the fiscal year. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. A library board member shall not be eligible to serve more than three consecutive three-year terms.

Section 3. Disqualifications and vacancies

Any member who moves out of the political subdivision he or she represents shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend at least three consecutive regular meetings of the board, the board may declare his or her position vacant. It shall be the duty of the Chairperson to notify the appointing official of the vacancy.

Section 4. Officers

Officers of the board shall be a Chairperson, Vice Chairperson and Secretary. Officers shall be elected at the regular January meeting. An officer may succeed him or herself. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Duties of the officers

The Chairperson shall preside at meetings and perform such other duties as custom and law devolve upon the chairperson.

The Vice Chairperson shall assume the duties of the Chairperson in the event of absence or disability of the Chairperson.

The Secretary shall keep an accurate record of all proceedings of the board meetings and distribute copies of the minutes to the Trustees.

ARTICLE IV

Meetings

Section 1. Number of meetings

The Library Board shall meet a minimum of six times a year. The day and time to be set at the annual meeting in January.

Section 2. Notices

Notices shall indicate the time, date, and place of meetings and be posted publically one week before the regular meeting.

Section 3. Agenda

Meeting agendas shall indicate the time, date, and place of the meeting and indicate all subject matter intended for discussion. Agenda items may be recommended by any Board member and will be included in the next meeting's proper order of business. The librarian is responsible for preparing the agenda prior to the regular meeting.

Section 4. Special meetings

Special meetings of the Board of Trustees may be called by the Chairperson or upon written request of one member for the transaction of business as stated in the meeting request. A notice

stating the time and place of any special meeting and the purpose for which it was called shall be given each member of the Board of Trustees at least two days prior to the meeting.

Section 5. Quorum

A quorum for transaction of business shall consist of a simple majority.

Section 6. Order of business

The order of business at regular meetings shall be:

1. Roll call
2. Reading and approval of the minutes of the last meeting
3. Correspondence and communications
4. Report of the librarian (statistical and narrative)
5. Financial report and approval of expenditures
6. Friends of the Library report
7. Unfinished business
8. New business
9. Reminder of the next meeting
10. Adjournment

Section 7. Parliamentary authority

The rules in Roberts' Rules of Order, latest edition, shall govern in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Board of Trustees may adopt.

ARTICLE V

Duties of the Board of Trustees

1. Determine the policy of the library and develop the highest possible degree of operating efficiency in the library.
2. Select and appoint a competent administrator or library director.

3. Through the librarian, supervise and maintain equipment as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

ARTICLE VI

Librarian

The librarian shall be considered the executive officer of the board and shall have the sole charge of the administration of the library under the direction and review of the board. The librarian shall be held responsible for the care of 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 librarian shall attend all board meetings as a non-voting member.

ARTICLE VII

Other Provisions

The Advisory Board of the Cook Public Library adopts the Anti-discrimination Operational Action Policy statement of the Arrowhead Library System.

ARTICLE VIII

Amendments

These By-laws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting or issued in the call to order or was sent to the members at least thirty (30) days prior to the meeting.

These By-laws were adopted by the Board of Trustees of the Cook Public Library on February 6, 1990.