

Stewartville Library Board

The Stewartville Public Library Board is advisory to the Stewartville City Council, which is the governing board of the Library.

A Library Board of nine (9) members shall be continued by the City of Stewartville

Appointment. The Library Board will be made up of eight Stewartville residents appointed to three year terms from the general resident population of the City, and one City Council representative shall be appointed each year. Appointments will be made by the Mayor making recommendation and the City Council approving. The City Council member shall be a full voting member of the board.

Board Members to take Oath of Office. All members of the board shall before entering upon the discharge of their duties, take an oath that they shall faithfully discharge the duties of their office. Examples of board member conduct, roles and responsibilities can be found in the Minnesota Public Library Trustee Handbook.

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdcw/~edisp/mde070681.pdf>

Removal of Board Members. The members of the board who are appointed by the City Council from the public may be removed by a four-fifths (4/5) vote of the City Council. If a board member misses more than 75% of the regular scheduled meetings in a year that such board member will be terminated from the board. This maybe over ridden depending on the circumstances of the missed meetings.

Board Vacancies. Vacancies on the board during a term of office shall be filled by the City Council for the unexpired portion of the term.

Compensation of Board Members. All members of the commission shall serve without compensation.

Board Meetings; Authority to Adopt Rules; Records to Be Kept, Made Public.

- A. The board shall hold at least four (4) meetings each year. Meetings are held on the third Tuesday of February, May, August and November though additional meetings may be called as need arises.
- B. It shall adopt the rules for the transaction of business and shall keep a record of its transactions and findings, which record shall be a public record.

Adopted: 2/15/2022 updated 5/21/2024

Reviewed and Re-approved: every 5 years

Revised: at such time as changes are made and approved by the board

Board to Elect Chair; Authority to Create, Fill Other Offices. The board shall elect a president and secretary from among its appointed members for a term of two (2) years; and the board may create and fill special project, liaison, etc. positions such as it may determine. Elections will be held at the May meeting of even numbered years. In the event of the absence, resignation or removal of the president the secretary shall assume the role of president until the next library board election.

Meetings. Library board meeting shall consist of; review and approval of previous meeting minutes and discussing agenda items. The president will review all minutes and agenda items prior to the library director sending them out.

Reporting. The president shall be responsible to present issues to the board for discussion and follow proper reporting channels as issues arise. The proper channel is as follows: any suggestion/complaint will be presented to the president. The president will then place items on the next meeting's agenda if deemed appropriate. If a decision needs to be made prior to the next meeting, the president, library director and city administrator, will have the authority to make decisions.

Gifts. The library board may from time to time be presented with bequests of donations of money for the library. The city will accept these bequests on behalf of the library board.

Finance. The library board shall not in any calendar year, create any obligation or spend any monies other than the amount levied and appropriated therefore by the city council, or otherwise donated or appropriated for such use. In a case of a natural disaster the budget will be reviewed and any projects that are recommended to be delayed must be approved by the City Council. The library director shall meet with the finance director to review quarterly reports and report back to the board.

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