**BY-LAWS FOR THE LAMBERTON PUBLIC LIBRARY BOARD OF TRUSTEES**

ARTICLE I

Identification

The name of the organization is the Lamberton Public Library, located in Lamberton MN

ARTICLE II

Oath of Office and Purpose

Do you swear to support the Constitution of the United States, to discharge faithfully the duties of this office to the best of your judgment and ability; to represent the library both to the people and the governing officials; 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 library service to those not previously served. So help you God?

ARTICLE III

Board of Directors

Section 1. Number and qualifications.

The governing body of the library is composed of seven (7) members as appointed by the City Council and representing the public.

Section 2. Term of office

If seven members are appointed 3 shall hold office for one year, all new board members will serve a 3 year term, not to exceed 2 consecutive terms. All terms shall end with the fiscal year. No trustee shall serve more two full consecutive terms. A former board member can be reappointed after a lapse of on year. If a member is appointed to serve an unexpired term of office and servers more than a half of the term, it shall be considered a full term of office.

Section 3. Disqualification, vacancies.

Any member who resigns their position on the board must notify the President of the Board of Trustees. Upon receipt of such notification the position shall be declared vacant.

When a trustee fails to attend at least three consecutive meetings of the board, the board may declare his/her position vacant. It shall be the duty of the president to notify the appointing official of the vacancy, and, by direction of the board, suggest three to five names to the appointing official of persons which may qualify.

The Librarian shall place ads in local newspapers as well as to appropriate social media sites when there is a current / upcoming vacancy. Interested parties must submit a Board & Council Application to the Library Board for their review.  The Library Board will submit their recommendation to the City Council for approval.

Section 4. Officers

Officers of the board shall be President, Vice President and Secretary. Officers shall be elected at the regular annual meeting. An officer may succeed himself. Vacancies in office shall be filled by vote at the next regular meeting of the board after vacancy occurs.

The duties of the Officers are as follows: The President shall preside at meetings and perform such other duties as custom and law devolve upon the president. In the absence or disability of the president the vice president shall assume the duties of the president.

The Secretary shall keep an accurate record of all proceedings of the board meetings (or the librarian may be designated as executive secretary to keep true and accurate account.., the librarian has no vote on the board.)

ARTICLE IV

Meetings

Section 1. The library board shall meet on the First Thursday of a full week, every other month at 6pm at the library or at the place designated at the preceding meeting. The January meeting shall be the annual meeting.

Section 2. Special Meetings

Special meetings of the board of trustees may be called by the President, or upon written request of four (4) members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board of trustees at least two day in advance of the meeting.

Section 3 Quorum

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

Section 4. Order of business

1. Call to order
2. Minutes
3. Presidents report
4. Librarians report
5. Old Business
6. New Business
7. Committee reports
8. Adjournment

Article V

Committees

Section 1. Ad Hoc Committees

Ad hoc committees for the study of special problems will be appointed by the president, with the approval of the board to serve until the final report of the work for which they were appointed had been filled. Many of these committees may also include staff representatives. Ad hov c committees may include long rang plan, Automation, etc.

Article VI

Duties of the Board of Trustees

1. Determined 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 librarian.
3. Advise in the preparation of the budget, approve it and make sure that adequate funds are provided to finance the approved budget.
4. Through the librarian, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
5. Study and support legislation which will bring about the greatest good to the greatest number of libraries.

Article VII

Librarian

The librarian shall be considered the executive officer of the board and shall have 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 the building and 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

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 members at least thirty days prior to the meeting).

These by-laws will be in force upon adoption by the library boar of the Lamberton Public Library on the 13th day of July 2010

These by-laws were amended at the Library Board Regular Meeting on the 11th day of July 2024 and submitted to the city council for their approval at their regular August meeting .