

KINDRED PUBLIC LIBRARY

BOARD BYLAWS

AMENDED 2019

ARTICLE I

MISSION STATEMENT

The Kindred Public Library provides educational, recreational and information materials to the town of Kindred, North Dakota and neighboring areas; it strives to service the needs of all borrowers.

The Kindred Public Library joins the libraries with the State of North Dakota to offer and improve services to all who seek them.

ARTICLE II

BOARD SIZE, GENERAL POWERS AND TERM OF SERVICE

Section One: Size of the Board of Trustees

A. The Kindred Public Library shall be governed by the Board of Trustees (henceforth known as the Board) containing no fewer than five members.

Section Two: General Powers

A. In its administrative and advisory capacity over the Library, the Board shall have the general control and management hereof, including the following powers and duties:

1. Public Support: To seek and receive gifts, bequests, donations, grants or other gifts of all kinds for support, maintenance and development of the Library and its collections, materials, building and equipment.
2. Annual Operating Budget: To provide an annual operating Library budget covering the general operation of the Library. This budget shall be binding upon the board and no expense may be made except in compliance with the approved budget. If the Board determines that certain budgetary changes are necessary they may be properly submitted to the entire Board for approval.
3. Bylaws, Rules and Regulations: To make bylaws, policies and rules for the proper operation and use of the Library, which shall not conflict with any ordinances of the City of Kindred or with the laws of the state of North Dakota.

One copy of such bylaws, rules and regulations adopted by the Board shall be filed with the City Council and another copy shall be posted in the Library.

4. Selection of Library Director and Other Personnel: To establish qualifications and responsibilities of a Director and other library personnel and volunteers, advertise for and screen applicants and hire.
5. Reports to City Council and Requests for Action: To make regular reports to the Kindred City Council as to the activities of the Board and Library and to request from the Kindred City Council any actions deemed necessary for the maintenance of the Library's collections, materials, buildings or equipment.
6. Long Range Planning: To establish long-range planning procedures and a course for the future development of the Library including:
 - a. Coordination of the activities of the Library with community organizations.
 - b. Conducting community assessment programs to serve needs of community.

- c. Awareness of local, state, and federal laws relating to the Library and to support legislation that improves and extends library services.
- d. Develop working relationship with State Library.

Section Three: Terms of Service, Vacancies and Removals

- A. The members of the Board shall hold terms of three years. A member may serve two terms after which an interval of one year must elapse before the same member may be reappointed.
- B. All vacancies shall be reported by the Board to the City Council along with recommendations for filling the vacancy. Appointments made to fill unexpired terms shall be for the remainder of the term vacated only.
- C. Members of the Board may be removed from office only on the grounds of just and sufficient cause, with a vote taken by two-thirds of the membership of the Board.
- D. No compensation shall be paid or allowed to a Board Member.

**ARTICLE III
OFFICERS OF THE BOARD OF TRUSTEES AND THEIR ELECTION**

Section One: Officers

- A. The members shall select from among their group a President, Vice-President, Secretary, and Treasurer, and such other officers as may be deemed necessary by the Board to carry out the functions of the Board. The offices of Secretary and Treasurer may be held by one person. Each officer shall serve for a term of one year and may hold consecutive terms in their office.
- B. Board members other than the officers will accept duties as assigned by the President.

Section Two: Election of Officers

- A. Nominations of officers will be made at the regular monthly meeting one month prior to the annual meeting.
- B. The officers shall be voted on at the commencement of the annual meeting and will begin their offices at the commencement of the new fiscal year.

**ARTICLE IV
DUTIES OF THE OFFICERS**

- A. President: The President shall be the presiding officer at all regular meetings, shall call special meetings as necessary, shall employ correct parliamentary procedure, shall appoint committees as needed, will prepare an agenda for each meeting and shall sign all official papers.
- B. Vice-President: the Vice-President shall have all powers of the President in the event of the President's absence or refusal to act; the Vice-President shall carry out duties as assigned by the President.
- C. Recording Secretary: the Recording Secretary will attend and will record in orderly fashion the minutes of each meeting convened by the President. These minutes will be maintained in a central location and shall be available to the public at any time.
 - 1. A copy of the Library Directors' monthly report will be kept as part of the minutes, if provided.
 - 2. All documented communications made to and by the Library will be kept with the minutes.
 - 3. A record of all policies and procedures passed by the Board will be kept and made available to the public.

4. Notices of all regular and special meetings shall be posted in accordance with the open meeting law.

D. Treasurer: The Treasurer will collect and deposit all moneys earned by and contributed to the Library and will use the Kindred State Bank. The Treasurer shall keep a record of all financial transactions, and will report on such transactions to the Board at each monthly meeting.

1. The Treasurer shall pay all bills in a timely manner and will immediately alert the Board of Any problems.
2. A financial report and viewing of all transactions can be asked for at any time by any member of the Board; such a request should be put on the agenda prior to the regular meeting.
3. The Treasurer shall prepare an annual report for presentation at the annual meeting, and shall work with the Directors in preparing and mailing financial documents such as tax records as required by state and federal agencies.

ARTICLE V FISCAL YEAR

The fiscal year of Kindred Public Library shall begin on January 1 and end on December 31.

ARTICLE VI MEETINGS AND ORDER OF BUSINESS

Section One: Regular Monthly Meetings.

The Board shall hold regular monthly meetings at a time and place to be set by the Board. During the first meeting of the Board it will also adopt rules governing its proceedings. A copy shall be posted in the Library. The time and place of meeting may be changed by the Board by motion duly adopted at a regular or special meeting. A quorum of the Board shall be necessary for the transaction of business, and the quorum will consist of one half of the total Board members or more.

Section Two: Special Meetings and Executive Sessions

Special meetings and executive sessions may be called by the President or any member of the Board to deal with issues. A quorum of the Board shall be necessary for the transaction of business at any special meeting or executive session.

Section Three: Order of Business

All regular monthly meetings shall be conducted with general appreciation of Robert's Rules of Order and shall contain the following:

- A. Call to order
- B. Minutes from the previous meeting
- C. Treasurer's report
- D. Director's report
- E. Committee reports
- F. Old Business (unfinished)
- G. New Business
- H. Election of officers at annual meeting
- I. Setting of next meeting date
- J. Adjournment

**ARTICLE VII
STANDING COMMITTEES AND CHAIRPERSON'S DUTIES**

- A. Standing Committees may be listed by the President at the first regular meeting of the year. These may include Friends of the Library Committee, Budget Committee, Planning Committee, Fund-raising Committee, and Nominating Committee.
- B. These committees may have one Board Member and may be composed of patrons and interested people in the service area. The committees will choose their own chairperson.
- C. The Committee Chairperson will organize the work of the committee and will report to the Board in a timely manner.

**ARTICLE VIII
LIBRARY DIRECTOR(S)**

- A. The operation of the Library shall be under the charge of the Library Director(s). The Director(s) will report on the activities of Library to the Board at its monthly meeting.
- B. The Director(s) will be responsible for the selection and acquisitions of materials for circulation, for the acquisition of supplies and equipment, and for the daily operation of the Library.
- C. An evaluation of this position may be conducted annually, or as decided by the Board.

**ARTICLE IX
PATRON INFORMATION**

- A. Patron information gathered by the Library is considered strictly personal and confidential. Such information may include names, family members, birth dates, email and home addresses, telephone numbers, and materials requested and/or checked out. This information is only used by the Library staff and Library Board as a part of the usual course of Library business. Individuals and groups not involved in the Library's business operations shall not receive patron information except in general summary data such as statistical data i.e. number of family vs. individual accounts.
- B. Any requests for specific patron information will be provided only by subpoena or other authorized legal request.
- C. The Friends of the Kindred Public Library shall only use patron data for fundraising and events.

**ARTICLE X
AMENDMENTS TO THE BYLAWS**

- A. Amendments will require a two-thirds majority vote at a duly noted meeting with the full Board present.
- B. All members will sign each amended document as it is passed.

**ARTICLE XI
DISSOLUTION**

- A. Upon the dissolution of the Library, assets shall be distributed to the City of Kindred to support its youth programs.
- B. Any assets not so disposed of shall be disposed of by a Court of competent Jurisdiction of the county in which the Library is then located exclusively for such purposes of such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SELECTION POLICY
Kindred Public Library

- I. Responsibility for Materials Selection
Final responsibility for selection of all materials rests with the Library board, upon the recommendation of Library Director(s), and under guidelines of this policy.

- II. Principles of Selection
 1. Popular demand: title, author, and/or subject area
 2. Timeliness and accuracy
 3. Balance within the subject area
 4. Cost in consideration of entire book budget
 5. Reviews and recommendations
 6. School recommended titles and subject areas

- III. Scope of the Collection in Order of Importance
 1. Recreational reading for children and adults
 2. Basic, balanced nonfiction collection
 3. A North Dakota collection reflective as possible of the region and state.
 4. Audio books for adults and children
 5. Large-print titles in fiction and nonfiction
 6. Educational and Family Videos with G, PG, and PG-13 rating. Children under age 13 may not check out PG-13 videos. "R" movies may not be checked out by persons under age 17
 7. Reference collection (for in-library use only).

- IV. Relevancy to the Community and Goals of the Library
Kindred Public Library emphasizes recreational reading at all age levels. The nonfiction collection will reflect the interest and needs of the service area. The basic reference collection will include dictionaries, almanacs, local directories and useful state publications.

- V. Donations, Memorial Books, and Gifts
See Donations Policy

- VI. Weeding
All collections need regular examination to remove titles no longer appropriate, accurate, or useful. This will make room for new titles and well keep the library from becoming cluttered.
Principles of Selection for Elimination from the Collection:
 1. Bad physical condition
 2. Defacement by patron use
 3. No longer timely or accurate
 4. May be harmful or dangerous
 5. Imbalance within the subject area
 6. More than 3 years since last circulation

- VII. Recommendation by Patrons
Recommendations by patrons will be considered in conjunction with this policy.
- VIII. Removal of Items from Collection by Patron Request
See Patron Request for Reconsideration of Library Materials form and policy.

RECONSIDERATION OF MATERIAL POLICY KINDRED PUBLIC LIBRARY

When a patron objects to material found in the Kindred Public Library, the following policy will aid the patron, Director(s), and the Library Board in resolving the matter.

1. Objections to any Library material must be made on the Patron Request for Reconsideration of Library Materials Form provided by the Library.
2. The Library Board or Director(s) will not consider verbal objections or complaints made on other paper.
3. The form must be signed by the patron making the complaint.
4. A Library Director will present the reconsideration form, the material concerned, reviews of the material (when possible), the ALA Library Bill of Rights, and this selection policy to the Library Board at its next regular meeting.
5. The Library Board will try to resolve the matter at that meeting or will schedule a special meeting for that purpose. The patron making the request for reconsideration may attend.
6. If a special meeting is needed, the patron will be notified as soon as possible and may be asked to attend.
7. A letter of decision will be sent from the Library Board to the Patron who initiated the request for reconsideration.

DONATION POLICY KINDRED PUBLIC LIBRARY

The Kindred Public Library will accept all items in good repair and deemed useful. The Library will make every effort to incorporate donated items into the resources collection or physical property of the Library. Receipt will be given when items are brought in person.

Books

The Library accepts donations of books, single copies and bulk amounts, under the following stipulations.

- A. Receiving and Leaving Book Donations
 1. The Library urges donations of books be made when the Library is open; some volunteers cannot lift heavy boxes. Weather may damage donations.
 2. If the Library is closed, donors should call the telephone numbers posted on the door; arrangements can be made for delivery or pickup.
 3. Books left outside the door cannot be receipted.
 4. Books left anonymously automatically become property of the Library to do with as it sees fit.

B. Selecting Books from Donations

Using the Selection Policy as a guide, all donated books will be considered for their usefulness and appropriateness to the whole collection. Kindred Public Library will make effort to incorporate donated books into its collection. There are, however, times when this will not be possible.

1. Reasons for not keeping a donated book may be:

- Condition
- Duplication of title or subject matter
- Age (accuracy and currency of material)
- Not wanted list:
 - Business and school and college textbooks
 - National Geographic issues
 - Readers Digest magazines and condensed volumes
 - Cookbooks
 - Decorating books

(When possible, any of these will be returned to the donor at the time of donation.)

2. Books not useful to the collection will be donated, sold, or disposed of. If donor wants them back, this must be determined when donation is made as noted on the Donor Receipt Form.

C. Memorial Books and Special Collections

1. Memorial Books: Books may be purchased by the patron or suggested for purchase to the Director. Memorial books can be given for any age group. A Bookplate will be placed in the book, mentioning the person donating the book, date, and person's name in whose memory it is given.
2. A private, special collection or group of books sharing a theme or author may be of use and value to the Library Collection. Such collection will be considered using the Library Selection Policy as a guide. Such collection will have a bookplate placed in each volume with donor's name and date of donation.

D. Receipts: Recognition of Book Donations

1. During open hours, all book donations can be receipted using the official form. Values of books cannot be given, i.e. "two boxes of books" or "five books" or "a collection of sixteen books on Mexican History" will be listed. A record of all book donations will be kept in the Library, listed by date and donor.
2. Thank you notes will be written for all books given; it shall be one Director's responsibility to do so, and it shall be at the discretion of that Director to mention bulk gifts, specific titles, memorials and so forth.
3. Periodically, donations given to the Library may be mentioned in the newspaper or library newsletter or posted in the Library.

Newspaper and Magazines

A free magazine and newspaper table will be established. Donated magazines placed here may be read or swapped.

Furniture

Please check with a Library Director before bring items of furniture to the Library.

Supplies and Equipment

Basic office supplies will be accepted. Electronic equipment must be in working order and not obsolete. Please check with a Library Director before bringing any supplies or equipment to the Library.

Items not able to be used immediately may be refused or may be stored for later use. All donated items become property of the Library unless the donor specifies otherwise.

Money

Donations of money will go toward basic operation expenses unless designated for a specific purpose at the time of donation. Receipts for monetary donations will be given for amounts \$25 or over.

Amended:

In witness whereof, the Library Board of Trustees have hereunto subscribed our names this ____ day of _____, year of _____

Joan Pratt

President

Jen Guzik

Vice President

Jackie Johnson

Secretary

Deb Grossnickle

Treasurer

Wendy Stoddard

Member at Large

Jason DuBord

City Council Representative