

HEART OF AMERICA LIBRARY

RUGBY, NORTH DAKOTA

BOARD OF TRUSTEES POLICY

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STATEMENT OF POLICY OF THE BOARD OF TRUSTEES

HEART OF AMERICA LIBRARY

RUGBY, NORTH DAKOTA

I. GENERAL OBJECTIVES

This organization shall be known as the Heart of America Library Board of Trustees. The chief objective of the Heart of America Library Board is to provide the City of Rugby, County of Pierce, and surrounding area with effective public library service and to lead citizens in anticipating their future needs for library services.

STRUCTURE AND GOVERNMENT

1.1 Role of the Board:

The basic powers and duties of the Board include fulfilling the general obligations as defined in the North Dakota Century Code (40-38-04). Major responsibilities encompass:

Determining the overall budget and controlling subsequent expenditures;

Employing a qualified individual to administer the library and supervise the provision of library services;

Establishing policies, rules, and regulations to govern the library property and operation;

Contracting, when feasible, with other libraries for provision of better and/or more efficient service delivery;

Establishing by-laws for the operation of the Board.

1.2 Appointment and Term of Office:

The Heart of America Library is governed by a 10 member Board of Trustees. Four (4) members represent the city of Rugby. Four (4) members represent Pierce County. Two (2) members are at large members.

The Pierce County Commission shall designate one of the County Commissioners as a representative to the Heart of America Library Board.

The Rugby City Council shall designate one City Council member as a representative to the Heart of America Library Board.

These two members shall hereafter be known as ex-officio board members. Ex-officio board members defined is as much a member as if elected or appointed to the position. Their rights include making motions and to vote but none of the obligations. When an ex-officio member ceases to hold office his membership on the board terminates automatically. NDDCC 40-38-03. Parliamentary Law (1951) Roberts Rules of Order.

Trustees representing the city are appointed by the City Council. Trustees representing the county are appointed by the County Commissioners.

The term of office of the Library Board members is three (3) years. Each Board member shall hold office for a term of three years from the first of July in the year of his appointment and until his successor has been appointed. No member of the Board can serve more than two (2) consecutive terms, after which an interval of one year must elapse before the member can be reappointed – North Dakota Statue (40-38-03).

A Trustee being absent from three (3) consecutive, regular board meetings without sufficient excuse will be deemed a resignation and will be replaced.

1.3 Time and Place of Meetings:

Regular meetings of the Library Board will be held the 2nd Monday eight (8) months of the year (January, March, April, May, July, September, October November) at 9:00 am in the Library meeting room. By vote of the Board the regular and/or special meetings may be held at other locations within the community. All regular and special meetings of the Board shall be open to the public.

1.4 Quorum:

A quorum for the transaction of Library Board business shall consist of a simple majority of the Board. Ex-officio Board members will be counted to determine if a quorum is present or needed. Treasurer will be a non-voting member, to be counted to determine a quorum of six from an eleven member board.

1.5 Order of Business, Regular Meetings:

Unless altered by the Board itself, the order of business at regular meetings shall be:

- a. Roll Call
- b. Reading of minutes of previous regular meeting and any intervening special meetings
- c. Approval of minutes
- d. Financial report
- e. Action on bills presented
- f. Library director's report
- g. Old business
- h. New business
- i. Adjournment

1.6 Special Meetings:

A special meeting may be called by the President of the Board or at the request of 3 members of the board. The purpose of the meeting shall be stated in the call with 24 hours' notice given prior to such meeting, except in cases of emergency.

1.7 Order of Business, Special Meetings:

Unless altered by the Board, the order of business at special meetings shall be:

- a. Roll call
- b. Statement of purpose of meeting
- c. Consideration of items for which the meeting was called
- d. Adjournment

1.8 Organization:

At the regular July meeting of the Board, one of its members, or designated Library personnel, shall be elected President, one as Vice-President, one as Secretary and one as Treasurer.

1.9 Duties of Officers:

Duties of the President are:

- a. Call the meetings of the board
- b. Preside at all meetings
- c. Represent the Library in all legal actions

- d. Appoint special and standing committees
- e. Serve, if he/she chooses, as ex-officio member of committees
- f. Participate in all actions of the board
- g. Discuss bill paying with the Board
- h. President signs checks in absence of treasurer

Duties of the Vice-President are:

- a. To act in the absence of the President as prescribed above

Duties of the Secretary are:

- a. Keep an accurate record of all meetings
- b. Make required reports to state officials
- c. Conduct correspondence for and in the name of the Library, as directed by the board
- d. Act as custodian of all documents, title papers and records of the board.
- e. The board may designate that any or all the above duties shall be carried out by the Library Director

Duties of the Treasurer are:

- a. Keep accurate records of all financial transactions of the Heart of America Library
- b. Disperse funds as approved by board
- c. Work with budget committee in preparation of annual budget
- d. The board may designate that any or all the above duties shall be carried out by the Library Director

1.10 Committees:

The President of the Board may appoint special committees to carry out a designated task. All special committees shall cease to function following completion of the assigned task.

1.11 Operational Duties:

The Library Board shall carry out the duties imposed upon it as authorized by law. It shall determine policies and programs.

The Library Board shall consider requests for services and may, if organization, personnel, equipment, and financial support are available, grant such requests.

In general practice, whenever a Librarian or other employee, resident of the city, patron, or person having business with the Heart of America Library makes a request to a board member as an individual for some action or change in some action on the part of staff members, employees or the board, the board member shall be willing to listen to such requests but should not commit himself or herself to a course of action until the matter is presented to a board meeting. The Board members should urge such person or persons to discuss the matter with the Library Director. The Board is a policy making unit and in no way an administrative body.

1.12 Official Actions:

Official actions may be taken only at a regular or special meeting of the Board. In cases of emergency the Library Director or President may poll members individually on actions to be taken, but such actions shall be ratified in official manner at the next meeting of the Board. A Board member or group of Board members as individuals should not give a decision on matters affecting the operation of Heart of America Library to residents, patrons, librarians, employees, or persons having business with the Board of the Heart of America Library when not in a regular or special meeting of the Board, unless authorized by the Board to do so.

1.13 Employment of Library Director:

The Library Board shall employ a Library Director. The Director shall attend all Board meetings, except those which his/her appointment or salary is to be discussed or decided.

1.14 Election and Employment of Personnel:

All Librarians and other personnel shall be employed by the Board through official action taken at a regular or special meeting of the Board. Except for the election of the Director, the Board shall not appoint or elect any person to the regular position until it has first received a recommendation from the Library Director.

1.15 Compensation:

Members of the Library Board shall not receive compensation. The Board may authorize the entire membership or part of it to attend state or regional meetings with actual expenses incurred to be paid from funds so budgeted.

1.16 Change of Board Policies:

Additions, deletions, or modifications may be made to any of the Board policies at any regular or special meeting of the Heart of America Library Board. It shall be the duty of all staff members to read and be informed of Board policies.

In July, there will be an annual review of By Laws and Policies.

1.17 Parliamentary Procedure:

Roberts Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

1.18 Annual Report Contents:

The Library Board will on or before the 15th day of Feb. of each year, make a report to the City Council and County Commissioners of the condition of its trust on Dec. 31st of each year, showing: condition of the library and property; all money received or expended; the number of books and periodicals on hand; the number of books and periodicals obtained during the year, and the number lost, missing, or withdrawn from the collection; the number of and character of items loaned or issued, with such statistics, information and suggestions as it may deem of general interest, to the City Council and County Commissioners.

1.19 City Ordinance and State Law:

All By-Laws of the Library Board shall comply with the spirit of City of Rugby and Pierce County Ordinances and State Law.

DIRECTOR

2.0 Responsibilities:

The Library Director shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment, for the employment (with the approval of the board) 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 Director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.

2.1 Budget:

Annually in July, the Director shall present to the Board suggestions for expenditures for next calendar year. The Board may modify such budget as it deems best and then shall adopt an operational budget. The Director shall use the operational budget as the means for conducting expenditures for the calendar year. The Board may revise the operating budget during the year as necessary, within limits of the money on hand and that is indicated on the proposed budget.

2.2 Authorized Purchases:

The Director may purchase items or combinations of items provided for in the budget rather than items specifically approved by the Board. If purchases or contracts not covered by available funds are deemed essential, the Board may authorize a transfer of money from one account to another to cover expenditures. The Director is the purchasing agent for the Library.

On large items that are under bid by interested suppliers the Board shall determine the bid to be accepted in terms of price, quality of product, and service rendered. The purchase of a single item in excess of \$500.00 shall also be approved by the Board.

2.3 Inventory:

The Director shall keep an accurate record of materials and equipment. He/she may require librarians and employees to assist him/her in maintaining such an inventory. He/she shall report to the Board losses of materials and equipment not consumed in the process of use. A perpetual inventory should be kept on a three-year rotating basis, part of the collection being done each of the three years.

2.4 Attendance:

The Director is encouraged to be a member of local, state and national library organizations. He/she is encouraged to attend local, state, and national conferences as part of his/her official duties. Reimbursement of expenses incurred through attendance at these conferences shall be determined according to the Board policy that applies to Travel Expense. (See Operational Policy, Section V)

2.5 Assignment of Duties and Responsibilities:

The Director shall assign all employees to the particular position in which they will work and shall assign their major responsibilities or duties.

2.6 Employment of Personnel:

The Director shall make recommendations to the Board for the appointment, assignment, transfer, suspension, promotions of all employees of Heart of America Library.