



**WEST FARGO
PUBLIC LIBRARY**

**WEST FARGO PUBLIC LIBRARY
BYLAWS**

Dated as of September 14, 2017

Relating to:

Bylaws regulating the duties of the Board of Directors and its officers
and for the management and operation of the library.

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WEST FARGO PUBLIC LIBRARY BYLAWS

Article I. DEFINITIONS

The following words shall have the meaning provided in this section:

1. **“Board”** or **“Board of Directors”** means the West Fargo Public Library Board of Directors, consisting of five (5) members, which is responsible for creating policies and procedures for the West Fargo Public Library and supervision of the Library Director.
2. **“Executive Session”** means all or part of a meeting that is closed or confidential.
3. **“Library”** means the West Fargo Public Library.
4. **“Library Director”** means the Director of the West Fargo Public Library responsible for day-to-day operations and administering policies adopted by the West Fargo Public Library Board of Directors.
5. **“Meeting”** means a formal or informal gathering or a work session, whether in person or through electronic means such as telephone or videoconference, of a quorum of the West Fargo Public Library Board of Directors; or as established under State statute.
6. **“President”** means the President of the West Fargo Public Library Board of Directors.
7. **“Quorum”** means one-half or more of the West Fargo Public Library Board of Directors.
8. **“Secretary”** means the Secretary of the West Fargo Public Library Board of Directors.
9. **“Vice President”** means the Vice President of the West Fargo Public Library Board of Directors.

Article II. GENERAL POWERS – DUTIES OF LIBRARY BOARD OF DIRECTORS

Under North Dakota Century Code § 40-38-04, the West Fargo Public Library Board of Directors (the “Board”) shall have the following duties and responsibilities:

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the Board.
2. To make and adopt such bylaws, rules, and regulations for the management of the Library.

3. To control, exclusively, the expenditures of all moneys collected for or contributed to the Library.
4. To ensure supervision, care, and custody of Library property, and of the rooms or buildings constructed, leased, or set apart for use of Library purposes.
5. To contract to furnish library service and to receive library service from other counties, school districts, and cities of the State of North Dakota and adjoining states, and the State Library.
6. To employ qualified personnel to administer the Library and dispense library services.

**Article III.
APPOINTMENT – TERMS OF OFFICE**

The West Fargo Board of City Commissioners (the “Commission”) shall appoint five (5) members who serve as the Board. The Board members must be residents of the City of West Fargo (the “City”) and one (1) Board member must serve on the Commission or be a designated representative of the Commission. The term of office for each Board member is three (3) years, beginning the first day of July. Midterm resignations of Board members shall be submitted in writing to the Commission with a copy given to the President of the Board to be kept on file at the Library. An appointment to fill an unexpired term may be for the remainder of the term only. A Board member cannot serve more than two (2) consecutive terms to which they have been appointed. An interval of one (1) year must elapse after the end of the second term before the same member can be reappointed to serve another term. If a Board member is absent for more than three (3) consecutive meetings without due cause, he/she may be asked to resign.

**Article IV.
TIME – LOCATION OF MEETINGS**

Regular meeting times of the Board will be set by the members and posted for public information. The Board may vote to hold a regular and/or special meeting at locations within the City other than the Library. All regular and special meetings shall be open to the public. If the regular meeting date is changed, each Board member shall be notified and a “Meeting Notice” shall be posted for public viewing at the main office of the Library, or if held somewhere other than the Library, posted at the location of the meeting.

**Article V.
OFFICIAL ACTIONS**

Official actions may only be taken at a regular or special meeting of the Board. A Board member or group of Board members, acting as individuals, cannot give a decision on matters affecting the operation of the Library to residents, patrons, librarians, employees, or persons having business

with the Board, when they are not acting in a regular or special meeting of the Board, unless authorized to act by the Board.

Article VI.
LIBRARY DIRECTOR – EMPLOYMENT

The Board shall serve as supervisor of the Library Director who shall serve as supervisor of the Library and its employees, agents, and representatives. The Library Director shall attend all Board meetings, unless excused upon his/her request. The Library Director shall be excused from meetings in which his/her salary is being negotiated pursuant to North Dakota statute.

Article VII.
LIBRARY BOARD – COMPENSATION

The Commission shall establish the rate of compensation for Board members and actual expenses incurred by Board members may be reimbursed at the official reimbursement rates of the Commission.

Article VIII.
PARLIAMENTARY PROCEDURE

The last revised edition of Roberts Rules of Order shall be used to govern meetings of the Board.

Article IX.
NORTH DAKOTA LIBRARY ASSOCIATION - MEMBERSHIP

Members of the Board shall be members of the North Dakota Library Association. Membership dues will be paid by the Library.

Article X.
CITY ORDINANCES – STATE STATUTES

These Bylaws of the Board shall comply with the Revised Ordinances of 1990 of the City of West Fargo, North Dakota and the North Dakota Century Code. In cases where these Bylaws do not comply or are in conflict with City ordinances or State statutes, these Bylaws are considered subservient to the applicable City ordinance or State statute.

**Article XI.
QUORUM**

Three (3) members of the Board present at any regular or special Board meeting shall constitute a quorum.

**Article XII.
EXECUTIVE SESSION**

The Board may hold executive sessions as permitted under North Dakota statute.

**Article XIII.
ORGANIZATION**

At the regular July meeting, one (1) Board member shall be elected President and one (1) Board member elected Vice President. A Secretary shall be appointed either from Board members or from Library staff. If a Secretary is not appointed, Library staff shall be responsible for the duties of the Secretary.

**Article XIV.
DUTIES OF OFFICERS**

President – Duties include:

1. Call meeting;
2. Assist Library Director with preparing meeting agenda;
3. Review materials before meeting;
4. Call meeting to order;
5. Preside over meeting;
6. Appoint committees with confirmation from the Board;
7. Review draft of meeting minutes;
8. Lead performance review of Library Director;
9. Other duties as described in the Library Policy Manual.

Vice President – Duties include:

1. Act in the absence of the President as described above.

Secretary – Duties include:

1. Maintain accurate minutes of all meetings of the Board;
2. Provide minutes for Board approval;
3. Assure that minutes are filed appropriately.

**Article XV.
COMMITTEES**

The President of the Board shall appoint committees as deemed necessary or as directed by the Board. The Board shall confirm the President's committee appointment.

**Article XVI.
OPERATIONAL DUTIES**

The Board shall employ and supervise the Library Director, who will administrate policies adopted by the Board.

**Article XVII.
LIST OF BOARD OF DIRECTORS**

A list of the current Board members, their terms, and contact information will be kept on file by the Library Director.

**Article XVIII.
BYLAW REVISIONS/UPDATES**

Adopted 11/10/94
Revised 9/23/95
Adopted 10/10/01
Revised 10/11/12
Adopted 10/11/12
Revised 8/3/17
Revised 9/14/17