



**WEST FARGO PUBLIC LIBRARY
MOBILE LIBRARY TASK FORCE
BYLAWS**

Dated as of November 12, 2020

Relating to:

Bylaws regulating the duties of the Mobile Library Task Force and its committee members and for the management and operation of a mobile library.

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**WEST FARGO PUBLIC LIBRARY
MOBILE LIBRARY TASK FORCE BYLAWS**

**ARTICLE I.
DEFINITIONS**

Section 1.01 DEFINITIONS. The following words shall have the meaning provided in this section:

“Access Services Manager” means the Access Services Manager for the West Fargo Public Library.

“Board of Directors” or **“West Fargo Public Library Board of Directors”** means the West Fargo Public Library Board of Directors, consisting of five (5) members, who are responsible for creating policies and procedures for the West Fargo Public Library and supervision of the Library Director.

“Chair” means the Chair of the Mobile Library Task Force.

“City” or **“City of West Fargo”** means the City of West Fargo, North Dakota.

“City Ordinances” means Revised Ordinances of 1990 of the City of West Fargo, North Dakota.

“Committee Member” means a member of the Mobile Library Task Force.

“Friends of the West Fargo Public Library” means the non-profit organization who supports the Library by purchasing resources not covered by the Library’s budget.

“Friends of the West Fargo Public Library Board of Directors” means the group of individuals who jointly supervise the activities of the Friends of the Library.

“Library” or **“West Fargo Public Library”** means the West Fargo Public Library.

“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.

“Little Red Reading Bus” or **“Bus”** means the bus owned by the City of West Fargo and utilized by the West Fargo Public Library to operate the Mobile Library.

“Mobile Library” means the reading program operated by the West Fargo Public Library.

“Mobile Library Task Force” means the committee established by the West Fargo Public Library Board of Directors who is responsible for ensuring the continuity of operations of the Mobile Library.

“Roberts Rules of Order” means the manual of parliamentary procedures used as a guide for conducting meetings and making decisions as a group.

“State Library” means the North Dakota State Library.

“Vice Chair” means the Vice Chair of the Mobile Library Task Force.

“West Fargo Public School District” means West Fargo Public Schools or the public-school district located in West Fargo, North Dakota.

“Youth Services Manager” means the Youth Services Manager for the West Fargo Public Library.

ARTICLE II. PURPOSE AND SCOPE

Section 2.01 PURPOSE AND SCOPE. The Mobile Library Task Force is a committee appointed by the West Fargo Public Library Board of Directors to advise the Library Board of Directors, Friends of the Library Board of Directors, and Library staff in operating the Mobile Library. The Mobile Library Task Force ensures that the service of the Mobile Library aligns with the Little Red Reading Bus’s original mission of providing literacy materials and programs to children.

ARTICLE III. GENERAL POWERS – DUTIES OF MOBILE LIBRARY TASK FORCE

Section 3.01 DUTIES. The Mobile Library Task Force shall have the following duties and responsibilities:

- a. Ensure alignment of Mobile Library’s services with the Little Red Reading Bus’s original mission of providing literacy materials and programs to children.
- b. Advise the Library staff regarding mobile library service routes throughout the West Fargo Public School District.
- c. Identify priority demographics or audiences to receive mobile library services.
- d. Ensure alignment of the Mobile Library’s programs and services with the West Fargo Public School District’s curriculum and achievement standards.
- e. Identify fundraising channels, sponsors, and other community partners to enhance mobile library services.

- f. Advise on a strategic communications plan to inform the public about changes in operational responsibility for the mobile library.
- g. Act as advocates in the community for library initiatives and programs.

**ARTICLE IV.
MEMBERSHIP**

Section 4.01 APPOINTMENT. The Library Director shall select and recommend candidates to be considered as a Committee Member of the Mobile Library Task Force. Committee Members shall be chosen by the Library Board of Directors. Committee Member candidates will not be considered a voting member until approved by the Library Board of Directors.

Section 4.02 ORGANIZATION. At the first meeting of the Task Force, one (1) Committee Member shall be elected Chair and one (1) Committee Member elected Vice Chair. Duties of the Chair shall include assisting the Library Director with preparing meeting agendas, calling the meeting to order, and presiding over the meeting. In absence of the Chair, the Vice Chair shall assume these duties.

Section 4.03 PRESIDING AT MEETINGS. If present and able, the Chair shall preside at all meetings and hearings. If the Chair is absent or unable to preside, the Vice Chair shall preside.

Section 4.04 ATTENDANCE. If a Committee Member is absent for more than two (2) consecutive meetings without due cause, the Committee Member may be asked to resign by the Library Board of Directors.

Section 4.05 COMPOSITION. Committee Members must be residents of the West Fargo Public School District. The Mobile Library Task Force committee will consist of the following:

- a. One (1) member of the West Fargo Public Library Board of Directors.
- b. One (1) representative of the Friends of the West Fargo Public Library.
- c. One (1) representative from the West Fargo Educational Foundation.
- d. One (1) representative from the West Fargo Public School District.
- e. One (1) resident of the West Fargo Public School District.

Section 4.06 EX OFFICIO COMMITTEE MEMBERS. Ex officio committee members shall include the following individuals:

- a. Library Director
- b. Access Services Manager
- c. Youth Services Manager

ARTICLE V. GOVERNANCE

Section 5.01 GOVERNANCE. The Mobile Library Task Force shall act in an advisory capacity as a committee of the West Fargo Public Library Board of Directors. Governance of the Library shall remain with the Library Board of Directors, including adoption of Library policies and control of Library expenditures.

Section 5.02 GENERAL POWERS – DUTIES OF LIBRARY BOARD OF DIRECTORS. Under North Dakota Century Code § 40-38-04, the West Fargo Public Library Board of Directors shall have the following duties and responsibilities:

- a. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the Library Board of Directors.
- b. To make and adopt such bylaws, rules, and regulations for the management of the Library.
- c. To control, exclusively, the expenditures of all moneys collected for or contributed to the Library.
- d. 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.
- e. 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.
- f. To employ qualified personnel to administer the Library and dispense library services.

ARTICLE VI. MEETINGS

Section 6.01 AGENDAS AND MANAGEMENT. Library staff shall be responsible for the preparation of agendas, staff reports, and record keeping. A member of City staff will maintain minutes of each meeting. The minutes of the Mobile Library Task Force shall be accessible to the public within the Library and be part of the public record.

Section 6.02 MEETINGS. Regular meeting times of the Mobile Library Task Force will be set by Committee Members and posted for public information. All regular meetings of the Mobile Library Task Force shall be held at the West Fargo City Hall. The Mobile Library Task Force may vote to hold a regular and/or special meeting at locations within the City other than the West Fargo City Hall.

Section 6.03 QUORUM. Three (3) members of the Mobile Library Task Force present at any regular or special Mobile Library Task Force meeting shall constitute a quorum.

Section 6.04 PARLIAMENTARY PROCEDURE. The last revised edition of Roberts Rules of Order shall be used to govern meetings of the Mobile Library Task Force.

Section 6.05 VOTING. All decisions of the Mobile Library Task Force shall be made at a public meeting by motion made and seconded by general vote. All Committee Members, including the Chair and Vice Chair, shall be entitled to one equal vote at any meeting.

ARTICLE VII. TERM AND DISSOLUTION

Section 7.01 TERM. The Mobile Library Task Force shall remain in existence for a period of one (1) year from the date of formation of the Mobile Library Task Force.

Section 7.02 CONTINUED OPERATION OF THE MOBILE LIBRARY TASK FORCE. The West Fargo Library Board of Directors shall evaluate and decide whether the Mobile Library Task Force shall remain in existence. The West Fargo Public Library Board of Directors shall vote two (2) months in advance of the expiration of the Mobile Library Task Force whether the Mobile Library Task Force shall remain in existence.

Section 7.03 TERMINATION. At any time, the West Fargo Public Library Board of Directors may vote to terminate the Mobile Library Task Force.

ARTICLE VIII. CITY ORDINANCES – STATE STATUTES

Section 8.01 COMPLIANCE. These Bylaws of the Mobile Library Task Force 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 IX. USE OF LIBRARY PROGRAM PROPERTY

Section 9.01 LIBRARY PROGRAM PROPERTY. All individuals including Mobile Library Task Force Committee Members, the West Fargo Public Library Board of Directors, and Library staff are prohibited from using City and/or Library owned property for personal use. This includes but is not limited to the “Little Red Reading Bus” and any personal property within the “Little Red Reading Bus.”

Section 9.02 CONFLICT OF INTEREST. All individuals including Mobile Library Task Force Committee Members, the West Fargo Public Library Board of Directors, and Library staff are prohibited from using City and/or Library owned property in any way that may result in personal or professional gain. All individuals are prohibited from using City and/or Library owned property in any way that conflicts with the goals and objectives of the Mobile Library.

**ARTICLE X.
BYLAW REVISIONS/UPDATES**

Adopted: November 12 , 2020