

# By-laws

By-laws of the Two Harbors Public Library Board of Trustees

Adopted June 7, 1960; Amended October 4, 2022

MEETINGS: *The regular monthly meeting of the Library Board shall be held on the first Tuesday of each month, at 7:00 p.m. at the Library. Amended October 1981 – A motion was made and passed to change the meeting hour from 7:00 P.M. to 5:00 P.M. on the first Tuesday of the month. Amended October 2022 – A motion was made and passed to change the meeting date from the first Tuesday to the second Tuesday of the month.* The regular monthly meeting of the Library Board shall be held on the second Tuesday of each month, at 5:00 pm at the Library.

ANNUAL MEETING: The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.

SPECIAL MEETINGS: Special meetings may be called by the president, or upon the written request of five members, for the transaction of business stated in the call for meeting.

OFFICERS: Officers of the board shall be chosen at the regular annual meeting of the board, and shall be as follows: President, Vice-president, and Secretary.

An officer may succeed himself, provided, however, that a president or vice-president shall not serve more than three consecutive terms.

The president of the board shall preside at all meetings, appoint all committees, certify all bills approved by the board, authorize calls for any special meeting, and generally perform the duties of a presiding officer.

The vice-president shall preside in the absence of the president.

The secretary of the board shall keep a true and accurate account of all proceedings of the board meetings, and shall certify all bills approved by the said board.

Treasurer – (City): The treasurer shall have charge of the special library funds and income outside the appropriations in charge of the city treasurer, and shall sign checks on the account on the authorization of this board, and shall report at each meeting on the state of the funds. (This latter is done by the librarian.)

COMMITTEES: Special committees for the study and investigation of special problems may be appointed by the president, such committees to serve until the completion of the work for which they are appointed. (Some libraries have found three standing committees to be helpful: Personnel; Finance; and Building and Maintenance.)

QUORUM: A quorum for the transaction of business shall consist of five members of the board.

**LIBRARY DIRECTOR:** The Library Director/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 Library Director shall be held responsible for the care of the buildings 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 Library Director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided. She/he shall be responsible for the monthly collection and handling of the fine and rent money.