



BY-LAWS OF THE ROCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Approved by the Rochester Public Library Board of Trustees on July 17, 2024

ARTICLE I - IDENTIFICATION

The name of the organization is the Rochester Public Library Board of Trustees, located in Rochester, Minnesota, in accordance with the Rochester City Charter, Chapter XIII, Sections 13.00-13.06 and Minnesota Statutes, 134.09-134.18.

ARTICLE II - PURPOSE

The purpose of the Rochester Public Library Board of Trustees is to represent the community and serve as the governing body of Rochester Public Library. The board has exclusive control of the expenditure of all moneys collected and placed to the credit of the library fund, or of the construction or repair of any library building, and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased, or set apart for that purpose. The board hires or selects the library director and authorizes requests for staff positions, sets and approves budget targets and seeks funding, provides oversight and review of library policies and operations, establishes long term strategies and plans, and advocates for the library's interests with the city and county governing bodies and the public at large.

The purpose of the board is also to represent the Library, both to the people and governing officials. It is the board's obligation to see that adequate funds are obtained for library services and to promote the best possible use of all library resources in the area, as aligned with the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements

ARTICLE III - BOARD OF TRUSTEES

SECTION 1. NUMBER AND QUALIFICATIONS. The governing body of the library is composed of nine (9) members. Seven (7) are appointed by the Mayor and approved by the City Council and represent the City of Rochester. Two (2) are appointed by Olmsted County Commissioners and represent the County of Olmsted. The Board may appoint up to two non-voting youth representatives to the Board.

SECTION 2. TERM OF OFFICE. The term of office of board members shall be for three (3) years from the January annual meeting in the year of their appointment. Terms shall be staggered so that three (3) board members are appointed each year. No board member shall serve more than six consecutive years or two consecutive complete terms whichever period of time is longer.

SECTION 3. DISQUALIFICATIONS, VACANCIES. Every appointed board member shall be required to attend at least eighty percent (80%) of the regularly scheduled meetings of each calendar year unless excused from attendance by the Board President.



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A vacancy in the Rochester Public Library Board of Trustees occasioned by removal, resignation, or otherwise shall be reported to the appointing authority and the unexpired term shall be filled in like manner as the original appointment. Board members shall receive no financial compensation for their services. The appointing authority may remove any board member for misconduct or neglect.

SECTION 4. OFFICERS. Officers of the Board shall be a president, vice-president, and secretary. Officers shall be elected at the regular annual meeting, defined in Article IV. All terms shall be for one year. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. The duties include:

- A. The president shall preside at meetings and perform all duties required of this office.
- B. The vice-president shall assume the duties of the president in the event of the absence or disability of the president.
- C. The secretary shall ensure that a true and accurate record is kept of all meetings and sign the same. The secretary shall engage in any correspondence deemed necessary by the Board of Trustees.

ARTICLE IV - MEETINGS

SECTION 1. The Rochester Public Library Board of Trustees shall meet monthly at Rochester Public Library or at the place designated at the preceding meeting. The January meeting shall be the annual meeting.

SECTION 2. Special meetings of the Rochester Public Library Board of Trustees may be called by the president or upon written request to the president by any two (2) board members, for the transaction of business as stated in the meeting request. Notice stating the time, place, and the purpose of any special meeting shall be given each member of the board or Executive Committee, defined in Article V, at least three (3) days before the date of the meeting.

SECTION 3. QUORUM. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. PARLIAMENTARY AUTHORITY. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the president, vice president, and secretary.

SECTION 2. STANDING COMMITTEES. The president shall appoint the following standing committees for the term of one calendar year: Finance, Personnel, Planning and Policy. The responsibilities of the committees are defined by "Rochester Public Library Board of Trustees Responsibilities of Committees."

SECTION 3. AD HOC COMMITTEES. Ad hoc committees will be appointed and terminated by the President, with the approval of the Board.



ARTICLE VI - LIBRARY DIRECTOR

The library director shall have sole charge of the administration of the Library under the direction and review of the board. The library director shall be responsible for planning and budgeting, administration, human resource management, facilities and collection management/planning, community and inter-agency relations, and technology management. The library director shall represent the board to the Administration of the City of Rochester and the County of Olmsted.

The Library Director shall submit monthly financial reports to the Board showing all income and expenditures and a report of the use of the Library in the form directed by the Board.

ARTICLE VII - AMENDMENTS

These by-laws may be amended at any regular meeting of the board, by majority vote of board members, providing the proposed text of the amendment had been presented at the preceding meeting.

