



## Library Board Bylaws Committee Meeting Summary November 2, 2016

### LIBRARY BOARD

**President:** Christopher Damsgard  
**Vice-President:** Caitlin Cahill  
**Secretary:** Sandy Johnson  
Adja Ann · Katherine Blauvelt  
Barbara Fenton · Jonathan Gaw  
Jill Joseph · Kathleen Lamb  
Samuel Neisen · Jane Shanard

### LIBRARY DIRECTOR

Lois Langer Thompson

The Library Board Executive Committee met Wednesday, November 2, 2016, Ridgedale Admin Offices, Conference Room 172

**Attendees** Committee members: Chair Kathleen Lamb, Jill Joseph, and Jane Shanard  
Library Board members: Katherine Blauvelt and Chris Damsgard  
Staff: Nancy Palmer, Lois Langer Thompson, and Marilyn Zastrow

### Welcome and Call to Order

Chair Kathleen Lamb called the meeting to order at 4:05 p.m. and welcomed attendees.

### Approval of agenda

Jill Joseph made a motion to approve the agenda; seconded by Jane Shanard. Discussion followed. Jane Shanard said she would like to determine a meeting schedule following the review of bylaws. Kathleen Lamb responded that we will do that. Motion passed.

### Public Comment None

### Review of Bylaws

- Library Director Thompson announced that Budget and Finance Division Manager Nancy Palmer will be taking the lead with the committee and working with County Attorney Chuck Salter.
- Kathleen Lamb opened the floor to questions and suggestions regarding the bylaws:
  - Confirm the bylaws in compliance with State Statutes and County Board Action Requests.
  - Ensure that only current State Statutes and County Board Actions are being used.
  - Determine which sections of the bylaws are Statute related.
  - The last time the bylaws were reviewed the officers and committees were up to Library Board interpretation.
  - Line-by-line review of what is required to be in the bylaws and what is optional.
  - Understand the authority the Library Board has to determine their own rules.
  - Address the make-up of the Executive Committee.
  - Decide if the bylaws should spell out the Library Board review of the annual budget for submission to the County Board.
  - Understand the intent of determine the contents of the collection, be responsible for use of library meeting rooms, policy and legislative recommendations, and develop a long range plan.
  - Bylaws need to be more of a general framework with nothing so specific that situational issues and dependent on a particular time or set of circumstances. In those cases, the president possibly in conjunction with the board or director would make more specific decisions.
  - Clarify what is meant by days required to send out information. Review current practice, state statute and member preference. Clarify business or calendar days.
  - Clarify if transfer of leadership occurs immediately after the election or at the end of the annual meeting.
  - Confirm that the Nominating Committee report will be sent out five days before the annual meeting.
  - If an officer resigns, is a new Nominating Committee appointed, or is the last Nominating Committee reconvened.
  - Confirm that bylaws will continue to require that "Within ten days after the adoption of a resolution amending these Bylaws."
  - Clarify term limits and role of the Secretary.
  - Clarification of who a board member notifies if they are unable to fulfill the duties as outlined including living in Hennepin County. Consider adding to Code of Conduct Policy.
  - Clarify is a staff member needs to be present at any meeting of the Board.
  - Determine if public comment guidelines should be included in bylaws.

### Documents for next meeting

Relevant State Statutes, County Board Resolutions, and Code of Conduct policy that governs the Library Board.

### Next meeting

The next meeting will be on Tuesday, December 6, 4-5:30 p.m. The meeting following will be either January 10 or 11, 4-5:30 p.m.

### Adjourn

Jill Joseph made a motion to adjourn the meeting at 5:00 p.m.; seconded by Jane Shanard. Motion passed.