

Bylaws of the Library Board of Trustees

1. According to the requirements of the North Dakota Century Code, Chapter 40-38, the Board of Trustees of the James River Valley Library System shall consist of seven members. The City Council and the County Board will jointly appoint an initial member to the Joint Library Board as follows. NDCC 40-38-11(3). The City Council shall nominate one elector of the City of Jamestown and the County Board shall nominate one elector of Stutsman County as their candidate for this initial board position. Following said nominations, and at a properly noticed regular or special meeting of a quorum of their respective body, each city councilor and each county board commissioner will cast one roll call vote for one of the individuals so nominated. If a simple majority of the votes in each body favors either nominee, that nominee will take the seventh seat on Joint Library Board. In case of a tie vote, the winner will be decided by a coin toss. This Board position shall remain subject to such appointment process at the time of termination of the existing appointment. The City and the County will then each appoint three additional members to the Joint Library Board (JLB). NDCC 40-38-11(3). The general powers and duties of the Board of Trustees are outlined in the Century Code, chapter 40-38.
2. Regular meetings of the Board shall be held monthly. Date and hour are to be determined by the Board. The meeting is held in one of the libraries, or in any other predetermined place.
3. Special meetings may be called by the Chairman or the Secretary, or by any two members of the Board, provided that notice thereof is given to all members at least twenty-four hours in advance of the special meeting.
4. A quorum shall consist of four or more members.
5. The officers of the Board shall be the Chairman, Vice-Chairman, and the Secretary. Their terms shall be for 1 year. Officers are elected and hold their offices until successors are installed.
6. The duties of all officers shall be such as by custom, law, and the rules of the Board usually devolve upon such officers in accordance with their titles.
7. The Board has the power to appoint committees as needed.

Bylaws of the Library Board of Trustees continued

8. The order of business at all regular meetings shall be as follows:
 - A. Roll call
 - B. Consideration of the minutes of previous meeting
 - C. Financial report and approval of expenditures
 - D. Unfinished business
 - E. New business
 - F. Committee reports
 - G. Report of the Librarian
 - H. Adjournment
9. Roberts Rules of Order shall govern the parliamentary procedures of this Board.
10. The Librarian shall be the executive director of the policies adopted by this Board. Among the Librarian's duties and responsibilities shall be:
 - A. Selecting of library materials
 - B. Maintaining and operating the physical plant
 - C. Recruiting, training and assigning members of the staff
 - D. Reporting directly to the Board all library problems, and making recommendations to the Board with regard to the plant, personnel, and policy.
11. Amendments to these bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments is given to all members in advance of the meeting.
12. The Library Board of Trustees, with the cooperation of the Librarian, will adopt policies governing all phases of the library operation. These policies may be adopted or amended at any regular meeting of the Board provided due notice has been given.