

LIBRARY BOARD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANESBORO:

'31.80 ESTABLISHMENT AND PURPOSE OF THE LIBRARY BOARD.

If, at the time this code is adopted, the city has a Library Board, the Library Board for the city is hereby continued. If the city did not have a Library Board at the time of the adoption of this code, the City Council may at any time determine to establish a Library Board by appointing members to the Library Board as provided in '31.81 of this code. The Library Board shall be the advisory library agency authorized by M.S. '134.09. The purpose of this ordinance is to define the composition, organization, powers, funding, and protocol of the Public Library Board for the City of Lanesboro, Minnesota.

'31.81 COMPOSITION.

- (A) *Number of Members.* The Library Board shall consist of seven (7) members, all having full voting privileges. The Mayor, with the consent of the City Council, shall appoint all members.
- (B) *Term(s) of Office.* Of the seven (7) members, one (1) shall be a City Council person, whose term on the library board shall be for a period of one (1) year. The City Council representative appointment shall be made each year during the annual committee appointment process of the City Council. Of the remaining members, members shall be appointed or reappointed to the library board and shall serve for a term of three (3) years. A library board member shall not be eligible to serve more than three (3) consecutive three-year terms. Members shall serve until a successor is appointed and qualifies. The Mayor, with the consent of the City Council, may remove any member.
- (C) *Organization and Procedures.* The library board shall choose one (1) of its members as president and one (1) member as secretary. The library board shall adopt bylaws and regulations for the conduct of its business as may be deemed expedient and conformable to the expenditure of money collected for and placed to the credit of the library fund; interest earned on all money collected or placed to the credit of the fund; of the construction of library buildings, and of the grounds, rooms and buildings provided for library purposes.
- (D) *Compensation.* Library board members shall receive no compensation for their services but may be reimbursed for actual and necessary travel expenses incurred in the discharge of library board duties and activities.

'31.82 POWERS AND DUTIES OF BOARD.

- (A) *Generally.* In order to carry out the general powers granted in accordance with Minnesota State Statute and this Ordinance, the library board shall have the powers granted in the following subdivisions.
- (B) *Employment.* In accordance to the City's personnel policy, the library board shall recommend to the City Council: a qualified library director and other staff as necessary, compensation of employees, and removal of any of them for cause.
- (C) *Construction Contracts.* With approval of the City Council, the library board may purchase grounds and erect a library building thereon. The library board may, with the consent of the City Council, make contracts and leases for the construction and operation

of these facilities for terms not exceeding ten (10) years. The library board may lease rooms for library use. Every such contract and lease shall provide that the structure shall be operated for the public use and convenience, and that the charges shall be reasonable and it shall reserve to the library board power to prescribe reasonable rules and regulations from time to time for the conduct of the privilege.

(D) *Purchase of supplies, equipment, and services.* The library board may purchase all necessary materials, supplies, equipment, and services.

(E) *Maintenance.* The library board shall maintain, beautify, and care for all library property.

’31.83 LIBRARY FUNDS.

(A) *Establishment.* For the purpose of carrying out the powers, duties, and responsibilities of the library, there shall be established a Library Fund. All money received for the library shall be paid to the City treasury, credited to the library fund, kept separate from other money of the City, and paid out only upon approval by the board or City Council. The City Council may transfer to the library fund the money it deems necessary for public library purposes.

(B) *Budget.* No later than September 1 of each year or any other date fixed by State Statute, the library board shall present to the City Administrator in the manner and detail the City Council requires, its estimate of the financial needs of the library board for the ensuing fiscal year.

(C) *Annual Report(s).* As soon as practicable following the end of the fiscal year, the library board shall report to the governing body of the City all amounts received during the preceding year and sources thereof, the amounts expended and for what purposes, the number of materials on hand, the number purchased and loaned, and such other information as it deems advisable. No later than April 1 of each year the library board shall file this information with the Department of Education on forms supplied by the Department.

This Ordinance shall take effect immediately from and after its passage and publication according to law.

Passed by the City Council of the City of Lanesboro, Minnesota this ____ of _____, 2024.

Jason Resseman
Its: Mayor

Attested:

Mitchell Walbridge
Its: City Administrator/Clerk