

Library Board: Bylaws: Meeting Policy, Member Attendance Policy, Committee Policy

a. Bylaws Meeting Policy

- Meetings of the Hopkins District Library will be held at the same time on the same day of the week chosen by the Library Board. Meeting times and dates can be changed per Library Board vote. Meetings will be announced on the District Library website and members will be called or emailed with reminders the day before each meeting.

b. Member Attendance Policy

- Attendance of District Library board meetings are mandatory barring unforeseen events. Library Board members as well as the Library Director are expected to meet at least once a month. Failure of the Board to meet could result in delays or missed funding opportunities or legal issues. Any Library Board members who will not be able to attend the regular meetings will be replaced.

c. Committee Policy

- The Hopkins District Library Board will for committees when necessary to discuss special topics or to explore issues relevant to the library. The Library Director is expected to be a member of each committee if invited by the Library Board.

d. Section 3. Friends of the Library

- a. The Friends of the Library was established in 2012 by the Board of Trustees as a committee of the Board.
- b. The Friends were established to provide support for library endeavors.
- c. The Friends of the Library operate under their own set of bylaws.
- d. All officers and bylaws of the Friends of the Library are approved by the Library Board of Trustees.

Section 4. Policy Committee

- a. The Policy Committee shall be comprised of three members of the Board and the Library Director.
- b. The primary responsibility of the Policy Committee is to make recommendations to the full Board on new, outdated, and possible revisions to Library Policy.
- c. All policies shall adhere to the “Library Bill of Rights” and the “Freedom to Read” statements of the American Library Association.
- d. All Library policies must be approved by Board vote and made readily available to the public.

ARTICLE VIII: LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. 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 the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for

the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission of a written annual "State of the Library" report.

Section 3. The Library Director or the Library Director's representative is expected to attend all meetings of the Board.

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

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