

Casselton Public Library

Board of Directors Bylaws

ARTICLE I

Vision, Mission, Values

Vision: The vision of the Casselton Public Library is to provide direct, dependable, individual access to all library resources in the City of Casselton; to serve all ages and abilities without discrimination; and to provide a pleasant and safe atmosphere for patrons and staff alike.

Mission: The mission of the Casselton Public Library is to inspire our community to Read, Learn, Meet and Discover.

Values:

- Ensuring fast access to information
- Treating all patrons with respect and equity
- Responding to community needs
- Providing quality basic services without charge
- Protecting freedom of information, privacy and confidentiality
- Providing a safe and secure environment
- Stewarding community resources
- Focusing on cooperative development through partnerships
- Encouraging programming

ARTICLE II

Identification

The name of this organization is the Board of Directors of the Casselton Public Library located in Casselton, North Dakota. The library was established by the City of Casselton in accordance with the North Dakota Century Code, Chapter 40-38. The Board exercises the power and assumes the duties granted to it under these statutes.

ARTICLE III

Membership

Section 1. Appointments and Terms of Office. In accordance with the requirements of the North Dakota Century Code, Chapter 40-38, the Board of Directors of the Casselton Public Library shall consist of five members, appointed by the Casselton City Council. The Council may

also appoint a councilman representative to the board, as a sixth voting member. All board members must be residents of the City of Casselton. Board members are appointed to three-year terms. No member may serve for more than two consecutive terms without a one-year interval before reappointment. Appointments to fill an unexpired term may be for the remainder of the term only, to keep board member terms staggered. Board terms begin in July of each year as specified in the Century Code.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings of the board except as prevented for valid reason communicated to the Library Director. Failure to attend four board meetings within a twelve-month period shall be cause to recommend dismissal to the Casselton City Council.

ARTICLE IV

Duties of the Board of Directors

Section 1. In accordance with the North Dakota Century Code, Chapter 40-38, legal responsibility for the operation of the Casselton Public Library is vested in the Board of Directors. Subject to state and federal laws, the Board has the power and duty to determine rules and regulations governing library property operations, and services.

Section 2. The Board of Directors, with the cooperation of the Library Director, shall 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.

Section 3. The board shall employ and supervise a qualified library director to administer the library and supervise library staff and provision of services.

Section 4. The board shall approve the annual budget ensuring that adequate funds are available to finance the budget. The board shall approve all library expenditures.

Section 5. The board shall supervise the building and grounds and regularly review facilities ensuring that they meet the needs of the total library program.

Section 6. The board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The board shall cooperate with other public officials and boards and maintain positive public relations and advocate for the library.

Section 8. The board shall establish by-laws for the operation of the Board.

ARTICLE V

Meetings

Section 1. Regular meetings. The regular meetings of the Board of Directors shall be held eight times per year. The date, time, and location of the meetings will be set for the coming year at the annual meeting. The July meeting shall be designated as the annual meeting for the purpose of welcoming new members and electing officers.

Section 2. Special meeting. Special meetings of the board may be held at any time at the call of the President or Secretary, or at the call of any three members of the Board. Notice of special meetings shall be given to all members at least forty-eight hours in advance of the special meeting.

Section 3. Quorum. A quorum at any meeting shall consist of three or more members.

Section 4. Agenda and notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting, as well as subject matters intended for consideration at the meeting. The agenda shall be sent at least five days in advance of the meeting.

Section 5. Open meetings law compliance. All board meetings shall be held in compliance with North Dakota's open meetings law. Meeting dates and locations will be published at a minimum in the library's events calendars and public advertisements as well as on the library's website.

Section 6. Parliamentary authority. Roberts Rules of Order shall govern the parliamentary procedures of the board.

ARTICLE VI

Committees

Section 1. Committees may be appointed by the president and shall make recommendations to the Board on pertinent Board meeting agenda items.

Section 2. Appointed committee shall only have advisory powers.

ARTICLE VII

Officers

Section 1. Officers. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer.

Section 2. Terms. Officers shall be elected at the annual meeting and serve a one-year term.

Section 3. President duties. The President of the Board shall call all meetings and preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer.

Section 4. Vice-President duties. The Vice-President shall preside in the absence of the President. In the event of a vacancy in the President's office, the Vice-President shall assume and perform the duties and functions of the President.

Section 5. Secretary. The Secretary of the board shall keep a true and accurate account of all proceedings of the board meetings. The Secretary shall file and preserve all communications, reports, and other papers at the direction of the board. Copies of the minutes and other records will be filed in the library for ready reference.

Section 6. Treasurer. The Treasurer of the board serves as a signature for the General Fund checking account. The individual works with the Library Director to deliver financial reports, bills, and payroll to the Casselton City Auditor

ARTICLE VIII

Library Director

Section 1. The Board of Directors will employ and supervise a qualified Library Director. The Library Director shall attend all board meetings unless excused upon his/her request and serve as lead advisor to the Board preparing the agenda for each meeting and provide supporting information regarding each agenda item. The Library Director shall be the executive officer of the library responsible for enacting the policies adopted by the Board of Directors. The Library Director has no vote at board meetings.

Section 2. The Library Director shall report directly to the Library Board of Directors. The Library Director shall make recommendations to the board regarding the facility, personnel, annual budget, and policies of the library.

Section 3. The Library Director shall supervise all library personnel and volunteers. Annual evaluations of staff will be done by the Library Director.

Section 4. Under the direction of the board, the Library Director shall make decisions regarding library budget expenditures including purchases within the library's materials selection policies.

Section 5. The Library Director shall supervise the buildings and grounds.

ARTICLE IX

Conflict of Interest

Section 1. No board member shall be directly or indirectly interested in any contract, work, or business of the Casselton Public Library unless in accordance with NDCC 40-13-05 and NDCC 40-13-05.1 and library policy.

Section 2. A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the board member, a family member, or an organization with which the board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence their vote or other financial action.

ARTICLE X

General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the board.

Section 2. Amendments to these by-laws may be adopted at any regular meeting of the Board, provided the notice of proposed amendments be given to all members in advance of the meeting.

Adopted by the Casselton Library Board: 2/10/2026