



Traverse des Sioux Library System

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Traverse des Sioux Library System Board of Trustees By-Laws (revised 6/04)

The name of the organization is the Traverse des Sioux Library System, with headquarters in Mankato, Minnesota. Traverse des Sioux Library System is a regional library service agency providing services to all public libraries in the nine county area of south central Minnesota. Traverse des Sioux is organized under Minnesota Statutes Section 134.20.

The Board of Trustees of the Traverse des Sioux Library System consists of nine members. They are appointed from their respective library boards: region, county, or city by the board of county commissioners of each appropriate county. There will be one representative appointed for each county and one alternate representative. Traverse des Sioux board members must be current members of their local library board. According to Minnesota State Law, Traverse des Sioux board members shall not be eligible to serve more than three consecutive three-year terms (M.S. 134.09 Subd.2).

1. Meetings

The regular meeting of the Traverse des Sioux Library System board shall be held on the third Thursday of each month at the headquarters site, unless otherwise designated.

The organizational meeting with election of officers shall be held at the time of the last regular meeting of the fiscal year, and such officers shall serve until the last regular meeting of the following year. An officer of the Traverse des Sioux Board cannot hold the same position on the South-Central Minnesota Library Exchange (SMILE) Board.

Special meetings may be called by the President, or upon a written request of five members, for the transaction of business stated in the call for the meeting.

2. Officers

Officers of the Board shall be chosen at the regular organizational meeting of the Board, and shall be as follows: President, Vice-President, Secretary, and Treasurer.

An Officer may succeed him or herself, but may not serve more than two consecutive years.

*Traverse des Sioux Library System serves all public libraries in these counties:
Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan*

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer.

The Treasurer, or appointed designees, shall sign all payroll and general account checks for the library system.

The Vice-President shall assume the duties of the President in the event of the absence or disability of the President.

3. Quorum

A quorum for the transaction of business shall consist of a majority of the members of the entire board.

4. Committees

The Board will meet as a committee-of-the-whole unless special committees are established by the President.

5. Order of Business

The order of business at regular meetings shall be as follows:

Call to Order
Approval of Minutes
Correspondence
Review of Financial Reports
Approval of Bills and Financial Report
President's Report
Executive Director's Report
Staff Reports
Committee Reports
Old Business
New Business
Board Member's Reports
Adjournment

This may be amended by a majority vote of the members in attendance at the beginning of the meeting.

6. Amendments

The By-laws may be amended by making a proposal at a regular meeting and voting on the proposal at the next meeting. A favorable vote will be obtained by the same number of votes that constitute a quorum. The call of the meeting, regular or special, shall contain the proposed amendment.

7. Removal of Board Members

If any Board Member or his alternate is absent from three consecutive meetings without sufficient reason or without notification, they shall be contacted by the Executive Director. If no sufficient reason is given, the Board shall notify the county commissioners requesting a replacement.

8. Responsibility of the Board

Board members work with the Executive Director in the administration of the Traverse des Sioux Library System as well as with all boards, librarians, and public officials within the region to provide good regional library service.

9. Duties of the Trustee

- a. Determine policy.
- b. Select, appoint, or terminate an Executive Director.
- c. Conduct an annual review of the Executive Director.
- d. Oversee the budget.
- e. Create additional standing, special or ad hoc committees as deemed necessary.

10. Duties of the Alternate

Alternates shall have the same powers as board members when they substitute for a regular meeting. Alternates are encouraged to attend at least one meeting of the Traverse des Sioux Board each year, preferably with the regular board member.

11. Executive Director Responsibilities and Duties

The Executive Director is the administrative officer of the Traverse des Sioux Library System and works with the Board, librarians, and public officials to initiate and develop regional library service.

It shall be the duty of the Executive Director to:

- a. Propose policies, plans, and programs for consideration of the Board.
- b. Execute and implement policies and programs adopted by the Board.
- c. Hire, fix the terms of employment of, and dismiss, such other professional and non-professional staff as may be required from time to time.

12. Mileage and Expenses

Board members may be reimbursed for actual mileage at the Federal mileage reimbursement rate. Expenses for meetings incurred by Board members are to be submitted to the Board for payment.