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St. Cloud, Minnesota 56301
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**Board of Trustees Work Session
Tuesday, April 18, 2017, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda**

- | | |
|---|------|
| 1. Call to Order | 6:00 |
| 2. Staff Presentation – GRRL Volunteers | 6:01 |
| 3. First Quarter Statistics | 6:15 |
| 4. Human Resources Annual Statistics | 6:18 |
| 5. GRRL Board of Trustees Bylaws Review Discussion | 6:20 |
| 6. GRRL Board Member Job Description Review Discussion | 6:35 |
| 7. Next Meeting – May 16, 2017, Board of Trustees 6:00 p.m. | |
| 8. Adjournment | 6:45 |



in Benton, Morrison, Sherburne, Stearns,
Todd, & Wright Counties

Dear Volunteer,

On behalf of Great River Regional Library board members, staff and the entire Central Minnesota community, I would like to thank you for volunteering your valuable time in 2016.

In 2016, Great River Regional Library was fortunate to have nearly 500 community members volunteer 14,107 hours throughout our library system. Thanks to volunteers like you, Great River Regional Library is able to provide library services that are an integral part of the communities we live in.

You will also be recognized in the 2016 annual report which honors our donors and volunteers. Thank you again, and we look forward to continuing to partner with you in the future.

Sincerely,

A handwritten signature in dark ink that reads "Karen Pundsack". The signature is written in a cursive style.

Karen Pundsack
Executive Director

"The greatest gift you can give someone is your time." – Rick Warren

2017 First Quarter Update
2016-2020 GRRL Strategic Plan Statistical Targets

Library usage targets identified to measure strategic plan progress

	2017 Qtr 1	2016 Qtr 1	2015 Qtr 1	2017 Target
Online Catalog Requests Number of items requested online	203,450	205,497	213,116	600,000
Chat Reference Sessions Number of questions answered through chat	309	250	312	1,100
Digital Library Users Number of borrowers registered for Digital Library	29,507	26,028	21,912	29,000
Digital Library Checkouts Number of e-books and e-audiobooks borrowed	52,288	55,002	48,111	194,000
Resident Borrower Numbers Number of residents with active library card	108,766	113,058	117,131	114,005
Program Attendance Number of people attending library programs	14,649	14,917	13,108	75,500
Website Usage (sessions) Number of unique sessions taking place	252,335	573,987	408,767	1,925,000

2017 First Quarter Database Statistics

	2017 Qtr 1	2016 Qtr 1	2015 Qtr 1	2017 Target
Ancestry (searches) Genealogy tool. In-library use only.	15,328	16,400	11,581	43,480
Heritage Quest (searches) Genealogical research materials including the entire U.S. Federal Census.	16,210	6,044	5,377	25,451
ChiltonLibrary (searches) Auto repair information searchable by year, make and/or model.	534	632	830	2997
Tumblebooks (books accessed) Animated talking picture books that can be read or listened to from any device.	6,675	8,566	21,602	75,100
Lynda (logins) 3,000+ courses on business, technical and creative skills	851	729	228	1,167
Pronunciator (logins) 60 languages. 3 million lessons. The world's largest language-learning service.	571	482	530	1,918
Novelist K8 (searches) Search children's books by favorite author, title or series and find similar titles, reviews and reading group guides.	228	433	168	887
Novelist (searches) Find new fiction titles to read. Search by favorite author, title or series and find similar titles, reviews and reading group guides.	804	2,245	1,198	4,319
RefUSA (searches) Directories for Canadian and U.S. businesses and market research information.	2,009	240	295	2,955

2017 Strategic Plan Statistical Targets

Website usage measures have been analyzed in more detail due to what appeared to be a decline in activity in 2016 following the upgrade. With the launch of our new web design in June 2016, usage counts decreased. We have evidence that actual usage has not decreased and are working to identify and remedy the technological counting issue. Going forward, we will measure this metric by sessions rather than page views. A session is a group of interactions that take place on the website. A single session can contain multiple screen or page views, events, social interactions, and e-commerce transactions. A session ends after 30 minutes of inactivity. It is a more accurate representation of unique user activity than page views.

Tracking Database page views on the website also has been found to be a less-than-accurate reflection of user activity. Each database vendor reports activity differently. Going forward, we will report the main activity driver for each database subscription. Of note: the Tumblebooks service began requiring library card authentication in January 2016 which factored into the usage decline.

GREAT RIVER REGIONAL LIBRARY

January 2017 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Jan 2017	Circ/Hour Jan 2016	CPH % Change	YTD 2017	YTD 2016	% Change YTD
+ Albany	4,665	895	30	31	-2.1%	4,665	4,400	6.0%
+ Annandale	2,977	683	29	29	-2.9%	2,977	2,948	1.0%
Becker	3,321	589	36	40	-10.8%	3,321	4,737	-29.9%
Belgrade	991	222	12	17	-27.6%	991	1,368	-27.6%
Big Lake	5,608	845	47	60	-20.8%	5,608	6,069	-7.6%
Buffalo	14,022	2,533	69	79	-11.8%	14,022	14,637	-4.2%
+ Clearwater	2,881	491	34	33	2.1%	2,881	2,723	5.8%
Cokato	3,729	620	32	44	-27.7%	3,729	4,806	-22.4%
Cold Spring	5,559	1,068	39	48	-18.5%	5,559	6,385	-12.9%
Delano	9,577	1,339	55	65	-15.0%	9,577	10,036	-4.6%
+ Eagle Bend	2,345	338	28	25	13.6%	2,345	1,890	24.1%
+ Elk River	20,248	3,099	101	108	-6.5%	20,248	20,246	0.0%
+ Foley	4,446	610	30	32	-6.6%	4,446	4,408	0.9%
Grey Eagle	1,354	227	17	22	-21.3%	1,354	1,634	-17.1%
+ Howard Lake	3,384	558	29	31	-4.7%	3,384	3,336	1.4%
+ Kimball	2,118	297	26	23	16.1%	2,118	1,711	23.8%
+ Little Falls	9,999	1,923	55	53	4.6%	9,999	8,976	11.4%
+ Long Prairie	4,696	875	33	33	-0.9%	4,696	4,542	3.4%
+ Melrose	7,641	526	74	76	-2.9%	7,641	7,332	4.2%
Monticello	14,289	2,367	80	86	-7.3%	14,289	14,289	0.0%
+ Paynesville	4,472	609	35	33	6.2%	4,472	3,982	12.3%
+ Pierz	2,820	517	31	27	14.4%	2,820	2,439	15.6%
+ Richmond	1,230	253	15	14	3.6%	1,230	1,101	11.7%
Rockford	4,515	712	35	43	-19.5%	4,515	5,221	-13.5%
Royalton	1,425	263	18	20	-10.7%	1,425	1,575	-9.5%
Saint Cloud	58,703	9,250	238	288	-17.6%	58,703	66,915	-12.3%
+ Saint Michael	13,040	2,213	71	71	-0.6%	13,040	12,050	8.2%
Sauk Centre	7,824	953	58	64	-8.3%	7,824	8,026	-2.5%
Staples	5,878	981	42	44	-4.7%	5,878	5,948	-1.2%
+ Swanville	537	116	6	6	13.0%	537	458	17.2%
Upsala	2,469	435	31	42	-26.2%	2,469	3,260	-24.3%
+ Waite Park	10,567	1,921	85	87	-2.3%	10,567	10,033	5.3%
Total	237,330	38,328	58	65	-10.4%	237,330	247,481	-4.1%
Digital	17,889					17,889	18,294	-2.2%

+ Indicates an increase in monthly circulation total over last year

GREAT RIVER REGIONAL LIBRARY

February 2017 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Feb 2017	Circ/Hour Feb 2016	CPH % Change	YTD 2017	YTD 2016	% Change YTD
Albany	4,738	889	34	35	-4.0%	9,403	9,580	-1.8%
+ Annandale	3,056	695	32	30	5.2%	6,033	5,942	1.5%
Becker	4,326	730	38	40	-4.6%	7,647	9,511	-19.6%
Belgrade	1,405	245	18	15	20.6%	2,396	2,578	-7.1%
Big Lake	5,707	894	52	66	-21.2%	11,315	12,913	-12.4%
Buffalo	14,414	2,607	79	76	4.6%	28,436	29,172	-2.5%
+ Clearwater	2,590	452	32	27	21.0%	5,471	4,863	12.5%
Cokato	3,605	648	33	43	-23.0%	7,334	9,661	-24.1%
Cold Spring	5,642	989	43	46	-6.0%	11,201	12,667	-11.6%
Delano	9,195	1,356	59	65	-8.7%	18,772	20,360	-7.8%
+ Eagle Bend	2,252	361	31	25	22.2%	4,597	3,909	17.6%
Elk River	19,659	3,051	108	108	-0.3%	39,907	41,053	-2.8%
+ Foley	4,460	621	33	31	7.5%	8,906	8,741	1.9%
Grey Eagle	1,452	212	20	23	-15.3%	2,806	3,487	-19.5%
Howard Lake	3,336	557	31	35	-9.6%	6,720	7,235	-7.1%
+ Kimball	2,167	311	30	20	48.2%	4,285	3,336	28.4%
+ Little Falls	9,944	1,938	60	58	4.6%	19,943	18,886	5.6%
Long Prairie	4,688	902	35	35	-0.2%	9,384	9,448	-0.7%
+ Melrose	7,545	562	80	78	2.6%	15,186	15,159	0.2%
+ Monticello	15,205	2,379	94	86	8.6%	29,494	29,151	1.2%
+ Paynesville	4,215	562	36	30	18.3%	8,687	7,725	12.5%
+ Pierz	2,876	528	33	28	18.6%	5,696	4,974	14.5%
+ Richmond	1,269	322	17	16	10.5%	2,499	2,343	6.7%
Rockford	4,669	737	40	39	0.6%	9,184	10,099	-9.1%
Royalton	1,414	297	19	20	-6.7%	2,839	3,170	-10.4%
Saint Cloud	57,786	9,148	257	278	-7.5%	116,489	132,437	-12.0%
+ Saint Michael	13,790	2,238	82	77	7.2%	26,830	25,215	6.4%
Sauk Centre	7,658	984	62	59	6.0%	15,482	15,544	-0.4%
Staples	5,662	1,102	43	46	-7.2%	11,540	12,422	-7.1%
+ Swanville	674	128	9	5	66.0%	1,211	897	35.0%
Upsala	2,951	471	39	40	-2.7%	5,420	6,495	-16.6%
+ Waite Park	9,334	1,740	83	81	3.3%	19,901	19,716	0.9%
Total	237,684	38,656	63	64	-1.8%	475,014	498,689	-4.7%
Digital	16,411					34,300	36,209	-5.3%

+ Indicates an increase in monthly circulation total over last year

GREAT RIVER REGIONAL LIBRARY

March 2017 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Mar 2017	Circ/Hour Mar 2016	CPH % Change	YTD 2017	YTD 2016	% Change YTD
+ Albany	5,362	1,031	32	30	7.2%	14,765	14,670	0.6%
+ Annandale	3,584	793	32	29	10.1%	9,617	9,225	4.2%
Becker	4,978	901	37	38	-2.5%	12,625	14,810	-14.8%
+ Belgrade	1,372	281	15	13	11.7%	3,768	3,741	0.7%
Big Lake	6,920	1,075	52	57	-9.3%	18,235	19,512	-6.5%
Buffalo	16,829	3,084	78	75	4.0%	45,265	45,651	-0.8%
+ Clearwater	3,479	600	38	32	20.8%	8,950	7,837	14.2%
Cokato	4,420	744	35	42	-17.6%	11,754	15,026	-21.8%
Cold Spring	6,929	1,184	45	44	2.4%	18,130	19,432	-6.7%
Delano	10,287	1,555	56	60	-6.7%	29,059	31,384	-7.4%
+ Eagle Bend	2,374	347	29	23	23.8%	6,971	5,989	16.4%
Elk River	23,714	3,576	109	112	-2.0%	63,621	65,367	-2.7%
+ Foley	4,892	759	31	30	4.7%	13,798	13,412	2.9%
Grey Eagle	1,540	246	17	20	-14.3%	4,346	5,165	-15.9%
Howard Lake	3,734	622	29	32	-7.4%	10,454	11,206	-6.7%
+ Kimball	2,878	396	32	21	53.0%	7,163	5,154	39.0%
+ Little Falls	10,665	2,116	55	53	3.5%	30,608	29,353	4.3%
Long Prairie	4,957	1,013	31	32	-1.7%	14,341	14,554	-1.5%
Melrose	8,105	612	71	85	-16.1%	23,291	24,739	-5.9%
+ Monticello	16,765	2,781	86	87	-0.2%	46,259	45,957	0.7%
+ Paynesville	5,404	699	38	30	26.5%	14,091	11,937	18.0%
+ Pierz	3,331	597	31	27	13.4%	9,027	7,817	15.5%
+ Richmond	1,355	292	15	14	12.4%	3,854	3,548	8.6%
Rockford	5,603	902	40	41	-3.0%	14,787	16,039	-7.8%
Royalton	1,705	399	18	16	14.2%	4,544	4,663	-2.6%
Saint Cloud	67,124	10,698	252	272	-7.1%	183,613	205,538	-10.7%
+ Saint Michael	15,403	2,575	77	76	1.8%	42,233	40,200	5.1%
+ Sauk Centre	8,491	1,128	58	53	8.8%	23,973	23,403	2.4%
Staples	5,879	1,127	37	42	-12.1%	17,419	19,192	-9.2%
+ Swanville	524	144	6	6	-0.8%	1,735	1,455	19.2%
Upsala	3,509	575	38	41	-7.3%	8,929	10,034	-11.0%
+ Waite Park	11,060	2,088	82	75	9.8%	30,961	29,787	3.9%
Total	273,172	44,940	61	62	-2.5%	748,186	775,797	-3.6%
Digital	17,988					52,288	55,002	-4.9%

+ Indicates an increase in monthly circulation total over last year

2017 Circulation Statistics

In 2016, St. Cloud circulation made up 22 percent of total circulation. The first quarter 2017 drop in St. Cloud circulation represents more than half of the total decline. Excluding St. Cloud, GRRL circulation is down 1 percent from 2016. This is a positive change over the same time period last year. The number of libraries seeing an increase in circulation over the previous year continues to grow.

We are increasing focus on the collection in 2017. Our goal is to improve collection use this year. Staff across St. Cloud departments are working with Collection Development to develop a collection management plan. The shift of Distribution oversight from Collection Development to Accounting creates more time for collection development activities. Fund development dollars received in 2016 will be used to try a “Lucky Day” effort in selected libraries this year. The Public Relations 2017 Marketing Plan includes targeted marketing for specific areas of the collection. The Social Media Team is including more collection-related posts to tell followers about available library items. We predict the local action plan efforts at each library will reach new users in 2017.

Human Resources Annual Statistics

Year	Turnover	Separations	Avg Employees	New Hires	Promo/Transfers	Applications	Interviews
2004	10.13%	23	227	48	na	440	103
2005	16.59%	37	223	60	na	1029	211
2006	12.55%	29	231	50	na	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27	8	935	154
2010	17.24%	45	261	41	16	1090	190
2011	15.27%	40	262	42	7	937	255
2012	15.66%	44	281	41	9	769	266
2013	23.83%	61	256	27	22	**	273
2014	14.57%	37	254	42	15	360*	85*
2015	14.55%	39	268	39	13	558	212
2016	17.88%	49	274	44	14	566	207

2014 onward - Avg Employees is calculated from the total employees each month divided by 12.

*2014 Applications and interviews are calculated from April 1 - December 31, 2014 with the implementation of ADP Applicant Tracking Module.

2013 - Fourteen (14) open positions were carried over and filled in 2014.

All 2013 numbers reflected are estimates due to HRMS software conversion.



GRRL Board of Trustees Bylaws Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Review GRRL Bylaws and recommend changes for final review at May regular Board meeting.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRL Board of Trustees Bylaws

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: Yes

No

ACTION

Passed

Failed

Tabled

Bylaws of the Great River Regional Library Board of Trustees

Article I. Name

This organization shall be called "The Board of Trustees of the Great River Regional Library" existing by virtue of the provisions of Section 134.20 of the Laws of the State of Minnesota and the Regional Library Agreement and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement.

Article II. Purpose

The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.

Article III. Board of Trustees

Section I. Number and Qualification

The board is composed of 15 members as appointed by their respective County Boards of Commissioners according to the provisions of the regional service agreement and representing the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright.

Any party with two or fewer trustees is allowed to have an official alternate who in the absence of the official delegate may be seated and have the right to vote. This alternate will be paid per diem by GRRL when voting.

Section 2. Term of Office

The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed. A trustee may serve a total of three three-year terms for a total of no more than nine years of service.

A trustee who has served nine years or a total of three full terms may be reappointed after a one-year lapse of membership.

Section 3. Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:

1. resigns as trustee; or
2. is removed by the appointing authority for misconduct or neglect; or

3. ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the library.

Resignation shall be effective upon delivery in writing to the President of the board and the governing body of the appointing party. The governing body of a party may remove a trustee appointed by such party for misconduct or neglect. Trustees who are appointed by virtue of their elected office may be replaced if not re-elected.

Section 4. Disqualifications, vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Library Executive Director. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend at least three consecutive meetings of the board, the board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing governing body of the vacancy.

Vacancies on the board shall be reported to the governing body of the party whose appointed trustee has left office and shall be filled for the unexpired term.

Article IV. Officers

Section 1.

Officers of the board shall be chosen at the regular annual meeting of the board and shall be as follows: President, Vice President, Secretary and Treasurer to serve until successors shall be elected and qualified. An officer may succeed himself, provided, however, that a President or Vice President shall not serve more than two consecutive terms.

Section 2. Vacancies

If a vacancy occurs in an office the board shall select a successor to the office at the next regular meeting who shall serve until the next annual meeting.

Section 3. Duties of Officers

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

Article V. Meetings

Section 1. Regular Meetings and a Budget Work Session

The regular meetings shall be held in January, March, May, July, September and November at the St. Cloud Public Library on the second or third Tuesday of the month. The annual meeting shall be held in January. County commissioners who serve on the board and county staff may meet with GRRL administration for a work session to discuss the following year's annual budget in June.

Section 2. Special Meetings

Special meetings of the Board of Trustees may be called by the President or upon written request of three members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board of Trustees or Executive Committee at least two days in advance of the meeting.

Section 3. Change in Meeting Time and Location

Times and locations of regular board meetings may be changed as conditions require with approval of the President and provided that notice is given to board members by separate memo at least seven days prior to the regularly scheduled meeting.

Section 4. Public Notice of Meetings

All board meetings and committee meetings shall be advertised to the public in the local newspaper serving the community in which the meeting is held except where a meeting time or location is changed for library requirements too late to meet media deadlines. In such case, notice of the meeting shall be posted in a public place in the library serving the community.

Section 5. Quorum

A quorum for transaction of business shall consist of a simple majority of the membership.

Section 6. Order of Business

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

- Call to order
- Adoption of agenda
- Approval of minutes
- Public Open Forum
- Approval of bills
- Approval of financial report
- Consent Agenda
- Communications
- Leadership Reports
- Report of committees
- Unfinished business
- New business
- Board Open Forum
- Adjournment

Section 7. Parliamentary Authority

Robert's Rules of Order, latest revised edition, may be used as a guide to govern the order and procedure of the board for all matters not otherwise covered by these bylaws.

Article VI. Committees

Section 1.

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 3 of these bylaws.

Section 2.

Special committees for the study and investigation of special problems may be appointed by the President.

Section 3.

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

Section 4.

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than 7 voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees. The recommendations of the Finance Committee will be advisory only - all final budgeting decisions are reserved to the full Board of Trustees at a meeting properly called for that purpose.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

Article VII. Duties of the Board

The duties of trustees consist of carrying out the powers given them by Minnesota State Statutes and the regional library service agreement. It is their duty and responsibility to:

1. Determine the policy of the library system to ensure the highest possible degree of operating efficiency.
2. Select and appoint a competent Library Executive Director.
3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.

6. Maintain positive public relations related to Board decisions and actions.
7. Review the Great River Regional Library signatory agreement every three (3) years.

Article VIII. Library Executive Director

Library Executive Director

The Library Executive Director shall be considered the executive officer of the board and shall have sole administration of the Library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library service to the public; and for the operation of the Library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings except when excused.

Evaluation

On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Executive Director.

Article IX. Limitations

No member of the board or immediate relative of a board member shall be considered for staff employment. No member of the board or immediate relative of a board member shall use for personal use or profit the resources, business, finances or contracts of the library that are not intended for personal use or profit.

Article X. Travel and Per Diem

Section 1. Travel

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate to be determined by board action and reviewed periodically or at current air transportation rates, if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc., as permitted by state or federal law.

Section 2. Mileage

Board members will be reimbursed for actual mileage to attend library related meetings at a per mile rate to be determined by board resolution and reviewed periodically or at current air transportation rates if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc.

Section 3. Per Diem

Board members may receive a per diem payment, as permitted by state or federal law, for attendance at regular board meetings, special board meetings, executive committee meetings, special committee meetings, and conferences at a rate to be determined by board action and reviewed periodically.

Section 4. Other

Other expenses incurred by Board members related to service on the GRRL Board which are not otherwise addressed in these by-laws should be pre-authorized by the Board to be eligible for reimbursement as permitted by state or federal law.

Article XI. Amendments

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Article XII. Precedence

Where these bylaws conflict with state and federal statutes or regulations, or with the library service agreement, said statutes and regulations shall have precedence.

Revision History

Adopted September 10, 1985
revised September 10, 1996
revised May 11, 1999
revised July 13, 1999
revised May 9, 2000
revised May 13, 2003
revised May 9, 2006
revised November 10, 2009
revised March 15, 2011
revised May 10, 2011
revised November 15, 2011
revised September 16, 2014
revised September 15, 2015



GRRL Board Member Job Description Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Review GRRL Board member job description and recommend changes for final review at May regular Board meeting.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRL Board of Trustees member job description

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: Yes

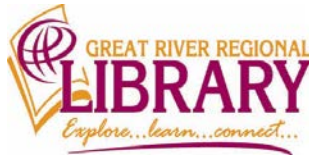
No

ACTION

Passed

Failed

Tabled



Job Title: Member of the Great River Regional Library Board of Trustees

Approved: May 10, 2011

Authority: Minnesota Revised Statutes section 134.20

Summary: Members of the Great River Regional Library Board of Trustees provide direction and vision for the organization.

This job description is a guide outlining the responsibilities of GRRL Board of Trustees members. The GRRL Board reserves the right to revise job responsibilities as needed to conform to Minnesota law and the most current version of the GRRL Bylaws.

Basic Responsibilities of GRRL Board of Trustees:

- Determine mission, vision and purpose. Also periodically review the mission and vision statements to ensure they accurately reflect the library's goals and purposes given the demands of the patrons served.
- Adopt bylaws and policies as appropriate to fulfill the regional library purpose.
- Work to ensure adequate financial resources are secured for the organization to fulfill its mission, vision and purpose.
- Protect assets and provide proper financial oversight by developing the annual budget and ensuring that proper financial controls are in place.
- Select, support and evaluate the director. The board should employ the best qualified person for the position of director. The board should ensure that the director has the moral and professional support he or she needs to further the goals of the organization.
- Ensure effective planning by actively participating in overall strategic plan process and monitoring the plan's goals.
- Ensure legal compliance and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's accomplishments to the public and work to garner support from the community.
- Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Individual GRRL Board Member Responsibilities:

- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on board committees and offer to take on special assignments or appointments.
- Make a personal financial contribution to the organization as personal situations allow.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on significant developments in the library field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special or burdensome individual requests of the staff except through the director. Adhere to appropriate board member/staff roles.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics desired for GRRL Board Members:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the substantive program areas of the library.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.