CITY OF HARMONY
MEETING AGENDA
LIBRARY BOARD

November 3rd, 2025 — Library Activities Room
5:00 P.M — Community Center

1. Call to Order
2. Roll Call
3. Approval of the Agenda

4. Citizen Comment
   (Those wishing to speak will sign-up at the meeting door before the start of the meeting. Each speaker is allowed up to three minutes, with a maximum total of 15 minutes. Speakers will: state their full name; direct comments solely to the library board members; and speak respectfully. Remarks are limited to topics relevant to Harmony Library. The Board does not engage in discussion or debate. Comments will be taken under advisement and may be directed to the Library Director for a response after the meeting.)

5. Consent Agenda
   a. Approval of Minutes
   b. Claims for Review

6. Director's Report

7. New Business
   a. December Display – Happy Holidays
   b. Grant Ideas
   c. By-Laws
8. Old Business
   d. Board Member Terms/Letters of Interest

9. Adjournment

10. Next Meeting: December 1st: 5pm

Library Board minutes from regular meeting on October 6, 2025

Meeting was called to order by Kelli Jo at 5:00 p.m.

Present were: Harvey Benson, Kelli Jo Krenzke, Paula Barness, Jeff Weiss, Vicki Christianson, Jessica Powell, and Cara McCoy. Also present were Alissa Stelpflug (City Administrator), Sue Olinger, Mark Olinger, Alayna Holets, Megan Rutter, and Kathy Rosendal.

APPROVAL OF AGENDA: Kelli Jo called for approval of agenda. Paula made motion to accept agenda and Harvey seconded. Motion carried.

CITIZEN COMMENT: Kelli Jo then asked for any citizen comments. Sue O. made the following comments:

1. What Rules of Oder does the Board follow?
2. When does the Board plan to reinstate the volunteer program?
3. Sue has been asked by community members about the Code of conduct. There are many concerns. Citizens are in fear of retaliation if they drop questions/concerns in the questions/concerns box that is in the library.
4. She also was concerned about the use of cameras in the library which former Board member, Michael Himlie, was against.

The second person to speak to the Board was Mark Olinger. Mark made the following comments:

1. What is the legitimacy of Board meetings?
2. When will Volunteers be allowed to return?
3. Are only tax payers in Harmony or all of Minnesota allowed to use the library? What about the Amish use of the library?
4. Does our Code of Conduct band citizens who have been working all day and may come to the library with dirt/sweat odors?
5. Paul also does not like the use of cameras in the library. Because of this he is going to start using the Preston Library where no one

will know he is there and will not know what books/DVDs he is checking out.

CONSENT AGENDA: Kelli Jo asked for approval for the September Minutes and expenditures. Motion by Vicki to accept minutes and expenditures with a second from Harvey.

NEW BUSINESS:

November display regarding the History of Minnesota/Fillmore County will be going up for November. Cara plans to start with the Native Americans and display items all the way up to today's society.

Hours of Operation were discussed. Cara asked that the current hours of 11:00-6:00 be changed back to the original hours of 10:00-6:00 now that a full time Librarian is on staff. Kelli Jo made motion to change the hours back to 10:00-6:00 with a second from Jeff.

Board Members terms were then discussed. Jessica Powell has been acting as a fill-in for outgoing board member, Michael Himlie. Her temporary term will end on December 31, 2025. She is not interested in serving another term on the Board. Kelli Jo and Paula's terms will also end at the end of this year. At this time both are undecided as to whether they will be willing to serve another term. Allissa will post a request for Letters of Interest to see if anyone in the community would like to serve on the Library Board.

The final draft of the Code of Conduct Policy was reviewed and is not in effect.

Security Update on the newly installed cameras was given by Alissa. Cara, the Librarian, and Alissa, the City Administrator, are the only two city employees who have access to viewing the camera footage. The cameras are for security reasons only and not for the invasion of a

patron's privacy. Signs are posted in the library stating that cameras are in use at this time.

Alissa asked if all the board members had met Cara McCoy and all had.

There being no further business, meeting was adjourned at 5:18 p.m.

CITY OF HARMONY

Library Board Claims for Review

November 2025

Dept.	Object of Expense	Vendor	Comments	Amount	
Library	Program Supplies	Elan Financial Services	**Oriental Trading**/ Halloween craft supplies and Trunk or Treat	$106.70	
Library	Program Supplies	Elan Financial Services	**Demco**/ Bulletin Board Paper	$139.07	
Library	Office Accessories	Elan Financial Services	**Demco**/ Genre Labels, Bookplates, and Tape Dispenser for Cataloging	$192.81	total: $331.88
Library	Media-Books	Elan Financial Services	**Amazon**/ Board Books/Graphic Novels	$66.83	
Library	Office Accessories	Elan Financial Services	Amazon/ plastic containers, three hole punch, scissors, permanent markers	$106.48	total: 173.31
Library	Software Service Fees	SELCO	Basic Services, fees, and Tech Support	$353.83	
Library	Repair/Maint Office Equipment	Cannon Financial Services	Copier Lease	$86.78	
Library	Software Service Fees	Adobe	Adobe Express (1 yr service)	$85.89	
				$1,138.39	

City of Harmony
Library Monthly Expenditure Report

Account	Descr	January	February	March	April	May	June	July	August	September	October	November	December	YTD Amount	Budget	Budget vs. Actual
E 211-41600-304	Legal Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$297.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$297.50	$0.00	-$297.50
E 211-45500-101	Wages & Salaries	$5,601.09	$7,167.27	$6,904.36	$6,343.55	$6,515.07	$28,312.56	$2,951.59	$2,694.57	$3,462.63	$0.00	$0.00	$0.00	$69,952.69	$84,760.00	$14,807.31
E 211-45500-121	Employer PERA	$512.62	$537.55	$517.82	$475.76	$488.63	$459.46	$221.36	$202.10	$259.70	$0.00	$0.00	$0.00	$3,675.00	$6,012.00	$2,337.00
E 211-45500-122	Employer Social S	$416.73	$437.32	$421.03	$386.25	$396.88	$1,748.34	$183.00	$167.06	$214.69	$0.00	$0.00	$0.00	$4,371.30	$5,338.00	$966.70
E 211-45500-123	Employer Medicar	$97.46	$102.28	$98.47	$90.34	$92.82	$408.88	$42.80	$39.07	$50.20	$0.00	$0.00	$0.00	$1,022.32	$1,248.00	$225.68
E 211-45500-131	Employer Paid He	$587.11	$587.11	$587.11	$587.11	$587.11	$587.11	$0.00	$0.00	$18.00	$0.00	$0.00	$0.00	$3,540.66	$6,745.00	$3,204.34
E 211-45500-133	Employer Paid Lif	$14.00	$14.00	$14.00	$20.90	$20.90	$20.90	$0.00	$0.00	$2.10	$0.00	$0.00	$0.00	$106.80	$175.00	$68.20
E 211-45500-151	Worker s Comp I	$0.00	$0.00	$0.00	$0.00	$592.08	$0.00	$0.00	$228.19	$0.00	$0.00	$0.00	$0.00	$820.27	$1,300.00	$479.73
E 211-45500-201	Office Accessories	$0.00	$0.00	$176.31	$133.75	$148.23	$60.94	$0.00	$0.00	$69.34	$33.52	$299.29	$0.00	$921.38	$3,497.00	$2,575.62
E 211-45500-203	Printed Forms	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-207	Computer Supplie	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-211	General Operatin	$0.00	$0.00	$44.50	$0.00	$0.00	$0.00	$296.12	$0.00	$0.00	$47.55	$0.00	$0.00	$388.17	$0.00	-$388.17
E 211-45500-212	Motor Fuels/Lubri	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-213	Program Supplies	$0.29	$1,071.46	$0.00	$91.90	$247.62	$182.25	$290.77	$88.63	$60.09	$37.98	$245.77	$0.00	$2,316.76	$3,000.00	$683.24
E 211-45500-226	Sign Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-240	Small Tools and	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$198.21	$0.00	$0.00	$198.21	$0.00	-$198.21
E 211-45500-304	Legal Fees	$0.00	$70.00	$0.00	$0.00	$0.00	$0.00	$0.00	$245.00	$0.00	$743.75	$0.00	$0.00	$1,058.75	$0.00	-$1,058.75
E 211-45500-308	Training Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-309	Software Service	$343.10	$343.10	$573.10	$343.10	$343.10	$343.10	$353.83	$353.83	$353.83	$355.95	$353.83	$0.00	$4,059.87	$6,200.00	$2,140.13
E 211-45500-318	Program Services	$0.00	$0.00	$0.00	$3,584.00	$0.00	$0.00	$0.00	$0.00	$0.00	$575.00	$0.00	$0.00	$4,159.00	$500.00	-$3,659.00
E 211-45500-321	Telephone	$0.46	$47.96	$49.16	$51.31	$46.05	$48.35	$47.31	$48.38	$46.69	$50.59	$0.00	$0.00	$436.26	$627.00	$190.74
E 211-45500-322	Postage	$3.45	$4.83	$2.35	$7.18	$5.52	$3.73	$0.00	$1.48	$0.74	$0.00	$0.00	$0.00	$29.28	$150.00	$120.72
E 211-45500-327	Internet Service P	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-331	Travel Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-341	Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-342	Employment Adv	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$454.08	$0.00	$0.00	$0.00	$0.00	$0.00	$454.08	$0.00	-$454.08
E 211-45500-361	General Liability I	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-362	Property Ins	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,610.00	$0.00	$0.00	$0.00	$2,610.00	$350.00	-$2,260.00
E 211-45500-402	Repair/Maint Bldg	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-406	Repair/Maint Furn	$0.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$0.00	-$2,000.00
E 211-45500-407	Repair/Maint Offi	-$0.46	$130.78	$130.78	$93.18	$159.24	$145.80	$81.75	$98.86	$133.30	$86.78	$86.78	$0.00	$1,146.79	$1,500.00	$353.21
E 211-45500-431	Cash Short	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-433	Dues	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-444	Media-Books	$780.90	$492.00	$272.09	$348.03	$748.14	$413.80	$526.23	$89.73	$80.98	$0.00	$66.83	$0.00	$3,818.73	$8,500.00	$4,681.27
E 211-45500-445	Media-Periodicals	$0.00	$0.00	$0.00	$0.00	$157.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$157.99	$0.00	-$157.99
E 211-45500-446	Media-E-Audio	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$2,350.00	$1,350.00
E 211-45500-447	Media-Audio	-$0.42	$0.00	$173.03	$840.64	$213.30	$0.00	$146.58	$49.46	$0.00	$0.00	$0.00	$0.00	$1,422.59	$2,250.00	$827.41
E 211-45500-448	Media-Video	-$0.28	$276.51	$215.87	$217.36	$220.31	$119.89	$165.66	$60.67	$0.00	$0.00	$0.00	$0.00	$1,275.99	$3,500.00	$2,224.01

City of Harmony
Library Monthly Expenditure Report

Account Descr	January	February	March	April	May	June	July	August	September	October	November	December	YTD Amount	Budget	Budget vs. Actual
E 211-45500-449 Media-Software	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-530 Other Improveme	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-560 Furniture and Fixt	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-570 Office Equip	$0.00	$45.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$45.48	$1,000.00	$954.52
E 211-45500-580 Other Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
E 211-45500-724 Transfer to Capita	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$8,356.05	$12,327.65	$10,179.98	$15,614.36	$10,982.99	$33,152.61	$5,761.08	$4,367.03	$7,362.29	$2,129.33	$1,052.50	$0.00	$111,285.87	$139,002.00	$27,716.13

Harmony Public Director's Report October 2025

This month, I have been logging into vendors and switching all the vendors to my name and figuring out who is the sales person for each place.

We had some credit with Ingram books so not much for books on the budget this month but more coming.

I am pretty sure I am going to go down on our subscription books: tumble books, center point large print, and children's library guild. Just making sure you are all okay with that. I would like to put that money towards broadening the collection. Such as focusing on the Young Adult, Intermediate, Non-Fiction, Science Fiction, and Western collections.

Speaking of collections, Sue and I, are organizing the collection and planning on an inventory and weeding in the coming months. I will keep you posted.

One item I would like to implement this next month is putting the DVD's in the cases. This would be with Sue's help.

Alayna and I have been working on marketing. I made a brochure for the adults and Alayna made one for the kids, so when they get a library card and are new to the library all the FAQ's are available. Alayna and I were thinking about adding an Instagram for the library, again.

I have been slowly finding where everything is in the library. Alayna and I with the help of Terri moved a file cabinet over to the Library Activities Room. The Library Activities Room has been open a little bit more now that Alayna can be over there.

Alayna and I have started to reach out for outreach. Alayna will be going to Harmony Kids Tomorrow and Wednesday. Alayna will also be partnering with ECFE on November 20th. I will be at the Gunderson Care Center on November 12th and I am working on getting into Harmony Place. I am thinking about having curbside pick-up available for the winter here at the library.

I am trying to make sure I go to the city council meetings and get embedded in other organizations. The library participated in the Trunk or Treat with the chamber and would like to have a tree with the chamber, as well, in December. I am planning on trying to go the Arts Board and Historical Society this month.

I have been looking through our paperwork. Alissa and I did find the resolution that made the Harmony Women's Club Library, Harmony Public Library in

September of 1968. I also found a proclamation that was put in the paper and a letter to the Women's Club transferring it to the City.

Being a new librarian I was looking at all the policies. Over the next year I would like to go over all the policies to get them up to date. I would like to start with the By-Laws over the next couple of months.

For events in October, we had our Story times on Saturday. I also implemented a passive program called Getting Crafty @ the Library which is a craft in the children's section each week that you can make or take with you. We also implemented a coffee chat, once a month. Just come and chat at the library.

This month I have printed you off each a calendar. I would like to highlight that Chad Lewis has been rescheduled for Friday, November 7th at 6pm.

We are also planning on the Scholastic Book Fair on the first week of December, the second annual one. I have been partnering with the school with this, but the book fair will be held at the library like last year. I am wondering if any of the board members would be available to help run the book fair any day. If not, no problem.

Director Grant Ideas

I have only been at the Harmony Public Library one month so I wanted to get the Library Boards opinion of what grants you all thought would work for the library. Below are a couple of ideas I had.

Mini-Grants from SELCO for 2026

1. Non-Fiction Update
    a. Focus on certain non-fiction areas that are underrepresented in our collection. Getting cookbooks and forming a cookbook club for example.
2. Intermediate/Teen Area and Book
    a. Focus on updating and having a seating area and place for teens to hang out in the library. A teen seating area and books to update that collection.

SEMAC

1. This was the arts grant that was obtained for the music series the Harmony Public Library had in 2016 and for a few years after that. I would go out for the one due at the end of March so I could coordinate with the Arts Board.

Harmony Public Library ByLaws

Chapter 33: Departments, Boards and Commissions
LIBRARY BOARD

§33.150 LIBRARY BOARD CONTINUED

Pursuant to authority given by Minnesota Statutes Ch 134.07, the Library Board for the City of Harmony is hereby continued.

§33.151 MEMBERSHIP AND TERMS

The Library Board for the city shall consist of seven (7) members appointed by the Mayor with approval of the city council. No more than one (1) council member shall be a member of the library board at a time. Because the library is a member of SELCO, the regional public library system, residents of the city and residents of rural Fillmore County may be appointed, provided that the majority of the members are residents of the city. Appointments shall be made before the first library board meeting after the end of the fiscal year. –

The term of each member shall be three years and they shall serve until their successors are appointed and qualified. All terms shall end with the fiscal year. According to N4N Statutes Ch 1 34.09, Subd. 2, and previously established procedure, two members' terms shall expire in each of two years, and three members' terms shall expire in the third year. The library board president shall report vacancies in the board to the council, which shall fill vacancies by appointment for the unexpired term. A library board member shall not be eligible to serve more than three (3) consecutive three-year terms. The Mayor, with the consent of the council, may remove any member for misconduct or neglect.

Library board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities.

§33.152 ORGANIZATION AND DUTIES,

The library board shall organize by electing one of its number as president and one as secretary, and such other officers as it deems necessary.

The board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to laws. It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes. All money received for the library shall be paid into 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. The library board may lease rooms for library use.

The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause. With the approval of the council, the library board may purchase grounds and erect a library building thereon.

§33.153 ANNUAL REPORT.

As soon as practicable following the end of the fiscal year the library board shall report to the council all amounts received during the preceding year and the sources thereof, the amounts expended and for what purposes, the number of library 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 a report containing this information with SELCO, the regional public library system, and with the Dept. of Children, Families and Learning on forms supplied by the department.

§33.154 FREE USE AND BENEFITS OF LIBRARY,

The Harmony public library shall be forever free to the use of the inhabitants of the city, subject to reasonable regulations that the library board may adopt, and to the citizens of Fillmore County and the SELCO region, subject to contracts and regional agreements.

The library board may admit to the benefits of its library persons not residing within the State of Minnesota under regulations and upon conditions as to payment of a non-resident fee as established by SELCO, the regional library system.

The Harmony library, as a member of the Fillmore County libraries and the SELCO regional public library system, has contracted with the county board of Fillmore County to loan library materials to residents of the county and to receive annual compensation for that service. Reciprocal borrowing and lending services are also maintained throughout SELCO and the State of Minnesota.

§33.155 TITLE TO PROPERTY.

All property given, granted, conveyed, donated, devised, bequeathed to, or otherwise acquired by the city for a public library shall vest in, and be held in the name of, the city, and any conveyance, grant, donation, devise, bequest, or gift made to, or in the name of, the city library or library board shall be deemed to have been made directly to the city to be used for library purposes.

§33.156 GIFTS.

With the consent of the city council, expressed by ordinance or resolution, the library board may accept any gift, grant, devise, or bequest made or offered by any person for public library purposes or for the establishment, enlargement, or maintenance of an art gallery or museum in connection with the library, and may carry out the conditions of the donation. The city is authorized to acquire a site, levy a tax, and pledge itself by ordinance or resolution to a perpetual compliance with all the terms and conditions of the gift, grant, devise or bequest so accepted.

Sample Board Bylaws for Governing Boards from the Minnesota Library Trustee Handbook

The following are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.)

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____.

Article II. Membership

Section 1. Appointments and Terms of Office. The board shall consist of . . . members who shall be elected/appointed by . . . and shall serve for a term of . . . years.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings unless prevented by a valid reason.

Article III. Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all bills/invoices for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not

less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Open Meeting Law as it applies to your type of library. (Consult your attorney for clarification).

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition [or The Standard Code of Parliamentary Procedure by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the_____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements 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 vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for state library, and/or the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and -*8/7vote on any matter in which the Board member, an immediate 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 his or her vote or other official action.