

BYLAWS
OF THE
SAINT PAUL PUBLIC LIBRARY AGENCY
OF THE CITY OF SAINT PAUL, MINNESOTA

ARTICLE I.

THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the Saint Paul Public Library Agency of the City of Saint Paul, Minnesota.

Section 2. Office of Agency: Place of Meeting The office of the Agency shall be at the Administrative offices of the Central Library, 90 West Fourth St. in the City of Saint Paul, Minnesota. Regular and special meetings of the Agency shall be open to the public, except as provided by law, and shall be held in the City Council Chambers in City Hall, 15 West Kellogg Boulevard, Saint Paul, Minnesota; provided, however, that upon written notice to the Commissioners pursuant to Chapter 15 of the Saint Paul Administrative Code, any regular or special meeting may be held at such other place within the City of Saint Paul, Minnesota, as the Notice shall designate

Section 3. Library Board. The Library Board consists of seven commissioners who, according to Minn. Laws 2002, Chapter 390, s. 36 are the members of the City Council of the City of St. Paul, Minnesota and shall constitute its Board of Commissioners.

ARTICLE II.

OFFICERS

Section 1. Officers. The officers of the Board shall be a Chairperson, a Vice-Chairperson and a Secretary/Treasurer and such others as from time to time are provided by official action of the Board. A Commissioner shall not hold more than one of the above named offices at the same time.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board if he or she is present. At each meeting, he or she shall make such reports to the Board as he or she may deem necessary or as may be required of him or her, and perform such other duties as are incident to his or her office or that may be required of him or her by the Board. The Chairperson shall sign the official minutes of proceedings of the Board of Commissioners.

Section 3. Vice Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence or incapacity and/or because of resignation or death of the Chairperson, until a new Chairperson is elected.

Section 4. Secretary/Treasurer.

A) As Secretary, he or she shall perform the duties of the office of Secretary to the Board of Commissioners of the Agency. The Secretary shall convene meetings of the Board in the absence of the Chairperson and Vice-Chairperson for the purpose of electing a presiding officer for the particular meeting from among the Commissioners in attendance. A staff member shall perform the duties of Recording Secretary to the Board of Commissioners.

B) As Treasurer, he or she shall cause to be kept full and accurate records and accounts in books

belonging to the Agency of all monies and securities of the Agency. Funds of the Agency shall be deposited in banks together with other City funds, and shall be separately accounted for. The Treasurer shall annually make a full report of the financial condition of the Agency and make such other reports as may be required of him or her by the Agency. The investments policy for the Library Agency shall comply with the City's investments policy.

Section 5. Execution of Instruments.

- A) The provisions of Saint Paul Administrative Code Chapter 86 as it applies to the signing of contracts shall control the manner of execution of contracts for the Library Agency.
- B) All bond issues shall be coordinated by the City's Treasurer, as a member of the Joint Debt Advisory Board, in accordance with Laws of Minnesota 2002, §390, section 38.
- C) All contracts, deeds, leases and other on behalf of the Agency shall be approved as to form by the City Attorney, which approval as to form shall constitute the City Attorney's advice that the contract is in proper form and that all of the requirements of the laws of the state and ordinances of the City of Saint Paul have been complied with. The approval by the City Attorney as provided in this section shall not apply to contracts in an amount of Two Thousand Five Hundred Dollars (\$2,500.00) or less.

ARTICLE III.

TERMS OF OFFICERS

All officers of the Agency shall be elected at each organizational meeting of the Agency and shall serve for a two-year term.

ARTICLE IV.

VACANCIES

Should the office of Chairperson, Vice Chairperson, and /or Secretary/Treasurer become vacant, the Board shall elect a successor at the next regular meeting of the Board and such election shall be for the unexpired term.

ARTICLE V.

DIRECTOR

The Director of the Agency shall be appointed by the Mayor, and approved by the City Council. The Director shall report to the Mayor and serves at the pleasure of the Mayor. The Director shall designate a member of the Agency staff to serve as Acting Director in the absence or disability of the Director, subject to approval by the Mayor.

ARTICLE VI.

ADDITIONAL PERSONNEL

The employees of the Saint Paul Public Library shall be employees of the City of Saint Paul, and shall be entitled to all of the rights and benefits of such employment.

ARTICLE VII.

ORGANIZATIONAL MEETINGS

The organizational meeting of the Board shall be held immediately preceding the first regular meeting in January of the year following municipal elections.

ARTICLE VIII.

REGULAR MEETINGS

Regular meetings of the Board shall be held on the third Wednesday of each month at 2:00 p.m., and notice shall be as provided in Chapter 15 of the Saint Paul Administrative Code.

ARTICLE IX.

SPECIAL MEETINGS

Special meetings of the Board may be held pursuant to Chapter 15 of the Saint Paul Administrative Code upon notice given in the manner provided in Section 15.03 of said Chapter 15.

ARTICLE X.

RULES OF PROCEDURE

The powers of the Board shall be vested in the Commissioners thereof in office at any one time and, pursuant to Chapter 14.02(d) of the Saint Paul Administrative Code, the proceedings of the Board shall be governed by the Rules of Procedure for the Saint Paul City Council published as Chapter A-1 of the Appendices to the Administrative Code.

ARTICLE XI.

AMENDMENTS

The By Laws of the Agency shall be amended by a commissioner giving notice to the secretary of the board seven (7) days prior to the submission of an amending By Law, which notice shall contain the specifics of the proposed amendment and the reasons therefor. Any such amendment shall be adopted by resolution. Approval of an amendment shall require

affirmative vote by four commissioners.

Adopted November 19, 2003
Last Amended August 3, 2022