

Memorandum

To: MPL Board of Trustees
From: Kristin Stoeger, Library Director
Re: update to MPL Board of Trustees Bylaws
Date: June 23, 2017

I am bringing the bylaws before the Board of Trustees for four separate reasons which I'd like to outline below:

1. Under Article 2 Section 2 Annual Meeting, it states the annual meeting will be held on the fourth Monday of June at 5:00 pm for the purpose of electing Board Officers. Then, under Article III Section 1 Election, it states officers of the Board will be chosen at the July meeting. I would like this consistency to be fixed. Since re-appointments or new appointments take place in June and take effect July 1, I propose we keep the Annual meeting in July.
2. Article II Section 5 Quorum: I propose we change the wording to reflect:
 - a. A quorum for the transaction of business shall consist of a simple majority of appointed members for Committee and Board of Trustee meetings.
 - b. The reason for this is when we don't have a full board. This way a quorum is determined by a majority of the total number of appointed members instead of 6 members. This relates back to last year when we only had 6 appointed members to the Board.
3. There has been discussion from several Board of Trustee members regarding the meeting times for our Board meetings. Meetings are covered under Article II Meetings Section 1 and 2 of the bylaws. Right now, the monthly meetings are set for the fourth Monday of the month at 5 pm. Here are some of the other meetings and concerns to be aware of if we move our current meeting time:
 - a. Moving the Board meeting earlier in the month would make it difficult to get an accurate Budget Status report put together in time
 - b. County Board – 3rd Tuesday 7:00 pm
 - c. Common Council – 3rd Monday 6:30 pm
 - d. City Finance Committee – 1st Tuesday 5:30 pm
 - e. City Personnel Committee – 1st Monday 5:30 pm
 - f. City Public Safety Committee – 2nd Monday 6:00 pm
 - g. City Public Infrastructure Committee – 2nd Monday 5:30 pm
 - h. MCLS Board meeting – Last Wednesday 6:30 pm (every other month)
4. Under Article II Section 1 Regular Meetings, I propose we remove the second sentence "In the month of May, the meeting shall be held on the third Monday." I propose we add in this line instead, "If a regular monthly meeting should fall on a holiday, the monthly meeting will be moved to the Monday prior to the regularly scheduled Library Board meeting." This will cover December (Christmas) and May (Memorial Day) as necessary without requiring Board approval prior to each occurrence.

Thank you for your consideration.