Viking Library System
... providing local access to the world

Governing Board Bylaws

Reviewed and Approved March 17, 2026

Article I. Name and Membership

A. The name of the organization is the Viking Library System.

B. Membership shall consist of the Minnesota counties of Douglas, Grant, Otter Tail, Pope, Stevens and Traverse and the public libraries within these counties that meet the eligibility requirements of the Viking Library System and state and federal authorities. Currently these libraries are: Browns Valley Public Library, Douglas County Library, Thorson Memorial Library (Elbow Lake), Fergus Falls Public Library, Glenwood Public Library, Hancock Community Library, Morris Public Library, New York Mills Public Library, Pelican Rapids Public Library, Perham Area Public Library and Wheaton Community Library.

The Viking Library System Governing Board may consider for membership other cities and counties under the same terms and conditions as current members.

All members must be a signatory to the current *Viking Library System Service Agreement.*

Article II. Purpose

The purpose of the Viking Library System is to improve and extend public library service by providing cooperative services to member libraries and outreach services to rural residents in member counties.

Article III. Governing Board Membership, Term of Office, Vacancies, Officers

A. Membership

Each county board of commissioners shall appoint one representative from among their own members. Each member library board shall appoint one representative from among the residents of its city, or in the case of a county library, from among the residents of its county. Those member libraries with a service area population in excess of 15,000 shall each appoint an additional representative from among the residents of the service area. A designated alternate for each representative may also be appointed.

B. Term of Office

The term of office for trustees shall be three years. No trustee shall serve more than three consecutive full terms. A trustee who has served three terms may be reappointed to the board after an absence of at least one year.

Board terms relate to libraries/counties, not to individuals. Term expirations are as follows:
1/1/12; 1/1/15; 1/1/18**,** etc.....DCL, EL, PE, WH, OT, ST
1/1/13; 1/1/16; 1/1/19, etc.....BV, FF, PR, PO, TR, DCS
1/1/14; 1/1/17; 1/1/20, etc.....GL, HA, MO, DC, GR, NYM, FFS

C. Disqualifications, Vacancies

When any trustee or designated alternate fails to attend or be officially excused from at least three consecutive meetings of the full board, the board shall declare the position vacant. When any trustee ceases to reside in the geographic area s/he represents, the board shall

declare the position vacant. It shall be the duty of the Chair to notify the appointing authority of the vacancy.

D. Officers/Member-at-Large

1. Officers

Officers of the board shall be Chair, Vice-chair, Treasurer and two (2) Members-at-Large. Term of office shall be one year. An officer may succeed him/herself.

2. Election of Officers, Vacancies

Officers shall be elected at the January meeting. The Chair shall appoint a Nominating Committee at the November meeting of the previous year. The Nominating Committee will present a slate of officers at the January meeting. Nominations may also be received from the floor. Vacancies in office shall be filled by vote at the next regular meeting of the full board after the vacancy occurs.

3. Duties

The Chair shall:

a. Preside at all meetings of the Governing Board and the Executive Committee.
b. Appoint committees
c. Sign, in absence of the Director or Treasurer, all warrants on the treasury
d. Be ex-offico a member of all committees
e. Perform such duties on behalf of the Board as are directed and approved by the Board

The Vice-Chair shall:

a. Assume the duties of the Chair in his/her absence
b. Perform such duties as are assigned him/her by the Chair and the Governing Board

The Treasurer shall:

a. Sign with the Director or the Chair all warrants on the Treasury.
b. Keep and maintain such financial records of the system's operations as are directed by the Governing Board.
c. Be authorized to pay bills in the event the Board is unable to meet, upon a majority vote of the Executive Committee.

The Member-at-Large shall:

a. Attend all Executive Committee meetings.
b. Perform such duties as are assigned him/her by the Chair and the Governing Board.

Article IV. Committees

A. Executive Committee

The Executive Committee shall consist of the Chair, the Vice-chair, the Treasurer and two (2) members-at large. The Executive Committee has the authority to conduct business on behalf of the full board.

B. Budget Committee

The Executive Committee will serve as the Budget Committee.

C. Ad Hoc Committees

Ad Hoc Committees for the study of special topics, problems or issues will be appointed by the chair with the approval of the Board to serve until the final report of the work for which they were appointed has been filed.

Article V. Meetings

A. Regular Meetings

The Viking Library System Governing Board shall meet on the third Tuesday of each month at Viking Library System Headquarters at a time as agreed upon at its annual meeting in January**.** The full board will meet in January, March, May, July, September and November. The Executive Committee will meet in February, April, June, August, October and December at Viking Library System Headquarters at a time as agreed upon at the first full meeting of the Executive Committee**.**

If a regular Board or Executive Committee meeting is canceled due to inclement weather, the meeting is rescheduled to the following day at the same time and location.

The Viking Library System Governing Board, by majority vote, can temporarily change the meeting date for a single meeting or series of meetings providing that proper public notification can be made.

B. Special Meetings

Special meetings of the Board may be called by the chair, or upon written request of a majority of the board, 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 it has been called shall be made public and given to each member of the board at least three (3) days in advance of the meeting.

C. Quorum

A quorum for transaction of business shall consist of a simple majority. In the absence of a quorum of the full board, business may be transacted by a quorum of the executive committee. Any full board member attending any board meeting may vote.

In the event the board is unable to meet, the director will send the schedule of bills to the executive committee and obtain approval for payment by telephone and/or email. The treasurer, as authorized above, shall sign the checks. The schedule of bills will be submitted at the next meeting.

D. Order of Business

The order of business at all board meetings shall be:

1. Roll Call
2. Approval of Agenda
3. Public Open Forum
4. Consent Agenda
    a. Previous Meeting Minutes
    b. Routine Policy Updates
    c. Final Approvals
    d. Annual Funding Applications
5. Financial Report and Approval of Bills
6. Director’s Report
7. Committee Reports
8. Unfinished Business
9. New Business
10. Policy Review and Member Education

11. Local Library Board Reports
12. Date, time and location of next meeting
13. Adjournment

E. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

F. Minutes

The Viking Library System Administrative Assistant shall serve as secretary to the Board. The secretary shall record the proceedings of the meetings of the Governing Board and the Executive Committee, as well as keep a copy of the bylaws, standing rules and policies of the Board together with a record of any changes and amendments.

The minutes of the Viking Library System Governing Board will be approved at its next full meeting. The minutes of the Executive Committee will be approved at its next full meeting.

Article VI. Disbursement of Funds

The Viking Library System Governing Board shall have final authority over all monies credited to the library fund of the Viking Library System. Financial matters and disbursement of funds shall be governed by the terms set forth in the Viking Library System Service Agreement and the Viking Library System Governing Board Financial Policy.

Article VII. Personnel

The Viking Library System Governing Board shall employ a system administrator to carry out the policies and procedures adopted by the board. S/he shall have sole charge of the administration of the library system under the direction and review of the Governing Board. The system administrator shall attend all meetings of the Governing Board and its committees. Further details can be found in the Viking Library System Personnel Manual.

Article VIII. Advisory Committee

The Advisory Committee shall consist of the director of each member library. It shall be the function of the committee to provide input to the system administrator of the library system in developing plans for the system. The committee shall meet at least once a year for this purpose.

Article IX. Reimbursement

Board members will be reimbursed for actual mileage to attend system meetings, at a rate established by the board. Other board approved actual expenses incurred for system business will also be reimbursed.

Article X. Amendments

These bylaws may be amended at any regular meeting of the full board, by a quorum of the full board, providing the amendment was stated at the preceding meeting or presented in writing to each board member at least one week before the meeting at which the vote will be taken.