

Council of Regional Public Library System Administrators (CRPLSA) By-Laws

Article I. Identification

The name of this organization is the Council of Regional Public Library System Administrators, hereafter referred to as CRPLSA. Collectively, the Regional Systems serve all 87 counties in the State of Minnesota. Regional Public Library Systems are organized under Minnesota Statute 134.20.

Article II. Purpose

The purpose of the system administrators' council meetings is to improve public library service in Minnesota by:

- › Working as a collective group and on committees to provide leadership and direction for public library service.
- › Sharing system information on current projects, plans and relationships with other organizations.
- › Providing State Library Services and/or other bodies with a forum to discuss such matters as systems funding formulas, grant applications, annual reports, strategic plans, standards and legislation.
- › Creating the opportunity to share and discuss information with partners, collaborators and other appropriate groups.

Article III. Membership

The membership shall consist of the administrators of the following regional public library systems:

Arrowhead Library System	Mountain Iron, Minnesota
East Central Regional Library	Cambridge, Minnesota
Great River Regional Library	St. Cloud, Minnesota
Kitchigami Regional Library	Pine River, Minnesota
Lake Agassiz Regional Library	Moorhead, Minnesota
Metropolitan Library Service Agency	St. Paul, Minnesota
Northwest Regional Library	Thief River Falls, Minnesota
Pioneerland Library System	Willmar, Minnesota
Plum Creek Library System	Worthington, Minnesota
Southeastern Libraries Cooperating	Rochester, Minnesota
Traverse des Sioux Library Cooperative	Mankato, Minnesota
Viking Library System	Fergus Falls, Minnesota

Each system will have one vote.

Article IV. Officers

Officers of the council shall be a chairperson, a secretary, and a treasurer.

- A. Each regional public library system administrator will serve in rotation as follows:
- › The office of the chairperson will rotate alphabetically by system name starting with A.
 - › The office of secretary will rotate counter-alphabetically by system name starting with Z.
 - › The office of the treasurer shall be elected at the first meeting of the year.
 - › Terms of office shall be for one calendar year.
 - › If the chairperson or secretary is temporarily absent or unable to serve his or her term, the office will rotate to the next system, or be filled through alternative actions.

B. Duties

The chairperson shall:

1. Preside at all regular and special meetings of the Council of Regional Public Library System Administrators.
2. Prepare agendas after soliciting the input of the other system directors and the State Librarian.
3. Distribute the agendas to the system administrators, State Librarian and Minitex Director prior to the meetings.
4. Vote, when the vote is by ballot, and in all other cases where the vote would change the result. (When there is a tie vote the motion fails, unless the chairman votes in the affirmative. Where the chair's vote in the negative will make a tie, the chair can cast it and thus defeat the measure.)

The secretary shall:

1. Prepare minutes which reflect a record of actions.
2. Send the minutes and other communications as necessary.
3. Prepare and email Council of Regional Public Library System Administrators meeting dates to the webmaster of the CRPLSA website for posting.

The treasurer shall:

1. Serve as chair of the Council Fund Committee.
2. Work with the fiscal agent and report to the Council of Regional Public Library System Administrators on the expenditure of Council Fund monies.

Article V. Committee/Liaisons

A. Standing Committees

1. Continuing Education:

Shall provide training opportunities for CRPLSA members as well as local library personnel in appropriate positions. Topics will focus on upper level management and administration.

2. Council Fund:

Shall submit an annual budget to the Council of Regional Public Library System Administrators for approval. Shall recommend and report on expenditures made. Committee membership shall be: Chairperson and the Treasurer of the Council of Regional Public Library System Administrators, and the director of the regional public library system currently serving as fiscal agent. One of the regional public library systems will serve as fiscal agent.

3. Marketing, Conventions and Associations:

Shall coordinate the Council of Regional Public Library System Administrators' marketing activities and participation in events such as, the Association of Minnesota Counties and League of Minnesota Cities, the Minnesota School Board conventions and MLA/ITEM Library Legislative Day.

4. Legislative

Shall monitor Legislative issues, research and recommend funding sought, and report to and discuss recommended action with CRPLSA members.

7. Bylaws

Shall review the bylaws on a bi-annual basis in the odd-numbered years for currency, completeness and accuracy and present the findings and possible changes to CRPLSA for its approval.

8. Website Management

Shall post information on, maintain and manage the CRPLSA website.

9. New Director Orientation

As necessary, the current CRPLSA Chair shall appoint one additional member and those two members will conduct an orientation for directors new to CRPLSA.

B. Liaisons and other appointed positions.

Council of Regional Public Library System Administrators will appoint or nominate persons for the following positions annually at its January meeting:

1. Liaison to Minitex/Higher Education Services Office Advisory Committee (two-year term)
2. Liaison to MLA/ITEM Steering Committee
3. Observer of Minnesota Library Association Board
4. Liaison to the Multitype Library Directors

C. Ad Hoc Committees

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

Article VI. Meetings of the Council

A. Regular meetings

1. Council of Regional Public Library System Administrators shall normally meet in person the fourth Thursday and Friday of March, July and October and online the fourth Thursday of January and May and the first Thursday of September. At the last meeting of the year, the dates and locations for the meetings of the following calendar year shall be set. The schedule for the following year will be posted on the website.
2. Council of Regional Public Library System Administrators will hear reports from the following organizations at regular meetings as needed: Minnesota Library Association, Minnesota Library Association Legislative Committee, Minitex, MnLINK and State Library Services.
3. Attendance: Members, or their designated proxy as appointed by the system they represent, are encouraged to attend.

B. Special meetings

Special meetings of the Council may be called by the chairperson, or upon written request of a majority of the Council for the transaction of business as stated in the meeting request. Notice stating time and place of any special meeting and the purpose for which called shall be made public and given to each member of the Council at least one week in advance of the meeting.

C. Quorum

A quorum for transaction of business shall consist of a simple majority, except in the case of a funding formula change. If a motion is made to recommend the altering of a formula that distributes state funding, all twelve systems must be notified in advance and given the opportunity to be represented when the vote is taken. All systems represented at the meeting must vote in the affirmative for an alteration of a state funding distribution formula to be moved forward for legislative action.

D. Parliamentary Authority

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

Article VII. Orientation of New Directors

Orientation of new directors shall consist of:

A. State Library Services

A one-day orientation, held at the State Library, to learn about what they do, what to expect from them, and how to use some of the MDE systems.

B. Minitex

A one-day orientation with the staff of Minitex at which their services will be discussed.

C. The CRPLSA Chairperson is responsible for orientation of new directors.

At a minimum, the following documents will be distributed and discussed during the orientation:

1. Map of the twelve regional systems.
2. Names and addresses of system directors.
3. Map of the Minnesota Multitype Library Systems.
4. Names and addresses of Multitype System Administrators
5. List of current Ad Hoc Committees, membership, charge.
6. Reciprocal Borrowing Agreement
7. Appropriate Statutes
8. Copy of the CRPLSA bylaws
9. Meeting schedule

Article VIII. Amendments

These bylaws may be amended at any regular meeting of the council with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting or presented in writing to each Council member at least one month before the meeting at which the vote will be taken.