

## **LIBRARY BOARD OF TRUSTEES BY-LAWS**

### **Name and Authorization**

- **This organization shall be called the Board of Trustees of the Belle Fourche Public Library, existing by virtue of the provision of Chapter 12 of the South Dakota Compiled Laws, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.**

### **Meetings**

- **The Library Board of Trustees shall meet monthly at City Hall in the Conference Room on the first Tuesday of the month at 5:00 PM.**
- **An annual meeting shall be held at the time of the monthly meeting in August. The budget shall be submitted by the Library Director at this meeting for approval of the Board.**
- **Special meetings may be called by the Chairperson or upon the written request of two members for the transaction of business stated in the call for the meeting.**

### **Trustees**

- **The Library Board of Trustees shall be composed of five members broadly representative of the population of Belle Fourche. The Library Board of Trustees shall submit names of nominees to the Mayor for final confirmation.**
- **In addition to the five appointees, the City Council may appoint one of its own members to serve as a full voting member of the Library Board of Trustees during that member's term of office.**

### **Officers**

- **Library Board of Trustees officers shall be as follows: Chairperson, Vice-Chairperson, and Secretary. The Library Director shall serve as Secretary of the Board. All other officers shall be elected from among the trustees by ballot at a regular annual meeting of the Board. Each officer shall serve a term of one year in such office and may be re-elected in**

subsequent years. Vacancies in offices shall be filled by election at the next regular meeting of the Board.

- The Board Chairperson shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- In the absence of the Chairperson, the Vice-Chairperson shall perform all duties authorized for the Chairperson.
- The Board Secretary shall keep a true and accurate account of all proceedings of the Board meetings: issue notices of all proceedings of the Board meetings, issue notices of all meetings, and on the authorization of the Chairperson of all special meetings and have custody of the minutes and other records of the Board.

#### **Committees**

- Special committees for the study and investigation of special problems may be appointed by the Chairperson to serve until they have completed the work for which they were appointed. A committee may consist of just one person if desirable.

#### **Quorum**

- A quorum for the transaction of business shall be a simple majority of the Board members.

#### **Library Director**

- The Library Director is the Board's executive officer and shall have sole charge of administering the Library under the Board's direction and review. The Library Director shall be responsible for directing the staff, for selecting Library materials, for the care of the building and equipment, for the efficiency of the Library's service to the public, and for operating the Library under the financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of moneys received or expended and shall report on such receipts and expenditures at each regular meeting of the Board. The Library Director shall perform the duties of Secretary of the Library Board and shall attend all Board meetings except for executive sessions when his/her employment or salary is to be discussed.

## **Order of Business**

- **The order of business at the regular meetings shall be as follows:**

**Call to Order**

**Minutes of Last Meeting**

**Community Input**

**Treasurer's Report**

**Librarian's Report**

**Old Business**

**New Business**

**Presentation of Bills**

**Adjournment**

## **Amendments**

- **These policies may be amended by a simple majority of the members present at any regular Board meeting that has a quorum, provided the amendment was stated in the call for the meeting at least one week before the meeting.**