

# Latah County Library District

## **By-Laws of the Board of Trustees**

### ARTICLE I

#### Name and Governing Authority

Section 1. Name: The organization shall be called "The Board of Trustees of the Latah County Library District," existing by virtue of the election held on November 2, 1993 in the Library District and the City of Moscow, in which voters approved incorporation of the Moscow Public Library into the Latah County Library District (Idaho Code 33-2720).

Section 2. Governing Authority: All business of the Board shall be conducted in accordance with the laws governing District Libraries as set forth in the Idaho Code, Title 33, Chapter 27.

### ARTICLE II

#### Membership

The members of the Board of Trustees shall be:

- 1) The five trustees of the Latah County Library District elected by the residents of the District. (See Idaho Code 33-2720 "POWERS AND DUTIES OF THE BOARD OF TRUSTEES").

### ARTICLE III

#### Officers, Duties, and Terms

Section 1. Officers and Duties: The Board shall elect the following officers:

- 1) President who presides at all Board meetings, appoints committee members and citizen participants with Board approval, and signs Board documents, and makes special appointments, all as authorized and approved by the Board.
- 2) Vice President who in the absence of the President shall serve as presiding officer.
- 3) Treasurer who shall serve as the Chair of the Finance Committee, and shall be under a \$5,000 bond.
- 4) Clerk who shall conduct library district elections, and prepare and distribute legal notices (see Idaho Code 33-2722).

Section 2. Terms of Officers: Officers are elected at the Annual Meeting of the Board for a term of one year.

### ARTICLE IV

#### Meetings

Section 1. Annual Meeting: The Annual Meeting of the Board shall be held at the regular June meeting, following trustee elections in May. The purpose of the meeting shall include the election of officers, swearing in of newly elected or re-elected trustees, establishing regular meeting dates and locations for the coming year, and reviewing by-laws and policies and procedures. (See Idaho Code 33-2719).

Section 2. Monthly Meeting: The regular monthly meeting of the Board shall be held on the third Tuesday of each month at a District library.

Section 3. Special Meetings: Special meetings may be called by providing a written request stating the purpose of the meeting. Written notice of special meetings will be given to Trustees and posted in all District Libraries at least two days prior to the meeting. No business other than that stated may be transacted.

Section 4. Quorums: A quorum shall consist of any three members of the Library Board. In the absence of a quorum, only regular budgeted bills may be approved. A quorum is not required to adjourn a meeting.

Section 5. Business: The Order of Business for regular meetings is determined by the President. Items discussed may include, but are not limited to:

- Public Comment
- Approval of Minutes
- Approval of Financial Reports
- Director's Report
- Board Committee Reports
- Staff Reports
- Unfinished Business
- New Business
- Public Comment
- Executive Session, if necessary

Section 6. Conduct of Meetings: Proceedings of all meetings shall be governed by Roberts Rules of Order, and according to Idaho Laws regarding Open Meetings. (Idaho Code, Section 67-2340 thru Section 67-2347).

## ARTICLE V Committees

Section 1. Members: Committee members are appointed by the President, with Board approval, at the Annual Meeting for the term of one year. Membership is not limited to Trustees and may include qualified residents of the District or Library Staff. The chair of a regular standing committee shall be an elected trustee.

Section 2. Powers: No committee shall have other than advisory powers, unless it is granted specific power to act by the Board. All committees may make a progress report to the Board at each of its regular meetings. Standing committees may be required to make an Annual Report.

Section 3. Ad Hoc Committees: The President may appoint Ad Hoc Committees of one or more members for special business of the Board. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 4. Standing Committees: Regular Standing Committees of the Board include the following:

### 1. FINANCE COMMITTEE

PURPOSE: To monitor and plan the finances of the Library System.

MEMBERSHIP: The Treasurer will chair the Committee. The Library Director and Business Manager will normally attend in an advisory capacity.

DUTIES:

1. Plan Funding:

Oversee execution of the budget that is approved by the Board.  
Establish alternate funding as necessary.  
Develop long-range financial goals.

2. Fiscal Control:  
MONTHLY

Approve and sign accounts payable and payroll. Checks must be signed by two authorized signatories; one must be a Board member.  
Review financial statements.  
Review and make recommendations on other requests.

ANNUALLY

Provide for annual audit and management letter.  
Review annual Sick Leave Bank report.

2. POLICY COMMITTEE

PURPOSE: To develop and maintain a clear and concise set of guidelines enabling the Director to implement the Board's decisions.

MEMBERSHIP: As appointed by the President and approved by the Board.

DUTIES:

1. Develop written policy with Board approval in the following areas: Board By-Laws, personnel, collection development, operations, and programming.
2. Continue to evaluate and update the Policy.
3. Distribute the current Policy to the Board and the Director.

3. PLANNING COMMITTEE

PURPOSE: To develop a long range plan for the District and evaluate its implementation in the following areas: services, collections, personnel, finances, facilities, programming, and automation.

MEMBERSHIP: As appointed by the President and approved by the Board with representation of both Trustees and Staff.

DUTIES:

1. Assess current status of the Library District in relation to its mission statement and provide data supporting Library needs, utilizing citizen advice as necessary.
2. Develop statements of goals and objectives, identify priorities, estimate cost projections,
3. Set time tables, and recommend implementation responsibilities to the Board.
4. Provide for an annual evaluation process and present a report to the Board

4. PERSONNEL COMMITTEE

PURPOSE: Advise the Board on the appointment of a qualified Library Director and provide for an annual evaluation of the Director and salary review. The Director will report to the Board all other personnel appointments. Provides Director with a person to contact if she/he has a grievance with the Board.

MEMBERSHIP: As appointed by the President and approved by the Board.

ARTICLE VI  
Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

The Library Director shall attend all public Board meetings in an advisory capacity. The Director shall serve as the Secretary and shall keep a true and accurate record of all meetings (Idaho Code 33-27211).

The Library Director shall submit reports requested by the Board or required by law, shall issue notices of all Board meetings, shall have custody of the Minutes and other records of the Board, and shall be responsible for keeping these records on permanent file at the Library Headquarters.

ARTICLE VII  
Amendments

These By-Laws may be amended at any regular meeting of the Board with a quorum present, by a majority of the members present, provided written notice of the proposed amendment shall be sent at least ten days prior to the meeting at which such amendment is to be voted upon.