

TWIN BRIDGES PUBLIC LIBRARY BOARD BYLAWS

ARTICLE I – NAME

The Board of Trustees of the Twin Bridges Public Library exists by virtue of the provision of the Montana Code Annotated, specifically, MCA 22-1-308 and exercises the authority and assumes the responsibilities delegated to it by the Town of Twin Bridges and said statute.

ARTICLE II – PURPOSE

The purpose of the Board is to ensure that library services are provided to the residents of the Twin Bridges area and to govern the Twin Bridges Public Library, which includes: planning and monitoring finances and services, establishing operating policies, and guiding and evaluating the library's progress.

ARTICLE III – BOARD OF TRUSTEES

Section 1. The governing body of the Twin Bridges Public Library is composed of five members as appointed by the Mayor with the advice and consent of the Town Council.

Section 2. The term of office of the trustees shall be five years. No trustee shall serve more than two consecutive terms. If a member is appointed to serve an unexpired term of office, it shall not be considered part of the two consecutive terms.

Section 3. If a member becomes disabled or incapacitated, the secretary of the Board of Trustees shall be notified. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend three consecutive meetings of the board without being excused by the chair or does not attend at least fifty percent of the scheduled monthly meetings, the board shall declare his/her position vacant. It shall be the duty of the chair to notify the Mayor of the Town of Twin Bridges of the vacancy.

ARTICLE IV – OFFICERS

Section 1. The officers shall be chair, vice-chair, secretary, Broad Valleys Federation delegate, elected annually at the July meeting of the Board after new members are appointed.

Section 2. Officers shall serve terms of one year from the meeting at which they are elected and until their successors are duly elected.

Section 3. The chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, and perform all other duties associated with that office.

Section 4. The vice chair in the event of the absence of the chair shall assume and perform the duties and functions of the chair.

Section 5. The library director shall serve as secretary and shall keep a true and accurate record of all proceedings of the board meetings, present all bills and financial statements to the Board. Minutes shall be written by the Library Director or a Board member as decided by the Board.

Section 6. Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

ARTICLE V – COMMITTEES

Section 1. The chair may appoint special committees for the study and investigation of special problems, such committees shall serve until the completion of the work for which they were appointed.

Section 2. The chair for one year coinciding with the July annual meeting shall appoint standing committees.

Building

Grant

Budget

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be held on the first Tuesday of each month at 5:00 p.m. at the Twin Bridges Public Library.

Section 2. The meeting designated for the purpose of the election of officers shall be held at the time of the regular meeting in July of each year.

Section 3. A quorum for the transaction of business shall consist of a majority of members of the board.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items:

- (1) Call to order
- (2) Disposition of minutes of previous meeting
- (3) Public discussion with the board
- (4) Financial report; action on financial obligations
- (5) Report of director
- (6) Communications
- (7) Report of committees
- (8) Unfinished business
- (9) New business
- (10) Adjournment

Section 5. Special Meetings may be called for as necessary.

Section 6. The library board will hold a regular meeting 10 out of 12 months of the year at minimum.

ARTICLE VII – LIBRARY DIRECTOR AND STAFF

The Board shall select and appoint a competent and qualified director who shall be the manager of library operations. The board will be responsible for supervising the library director and conducting periodic personnel evaluations. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library

service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

ARTICLE VIII – AMENDMENTS

These by-laws may be amended at any regular meeting of the board with a quorum present, with the unanimous vote of all members present, providing that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be parliamentary authority on all matters not covered by the by-laws of the Board.

Approved and adopted on August 5th, 2014

Signatures: Kerstin J. Clark
Danni Reynolds
Edward M. Lipscomb
J. B. Mettrey