

**Drummond School
Community Library
Bylaws**

Mission Statement:

The Drummond School & Community Library will provide all members of the community with free and equal access to the diversity of publicly available ideas and information.

The library will accomplish this mission by effectively providing open and non-judgmental access to its resources and services without regard to race, citizenship, age, sex, handicap, creed, educational level, economic status, or any other qualifying condition. The library will actively serve as a community center for information and personal education, recreation and enrichment.

The library will also strive to identify the current and future needs and interests of the community, school, and individuals so that those resources and services most needed and wanted will be easily available.

BY-LAWS

ARTICLE I: LIBRARY BOARD OF TRUSTEES

Section 1 Appointment/ Numbers/ Terms

A. The Public Library Board of Trustees (Library Board) shall be composed of five (5) members as follows:

1. Two (2) members shall be appointed by the Drummond School District Board of Trustees;
2. Two (2) members shall be appointed by the Town Council;
3. The fifth member will be appointed by the other four (4) members.
4. At least one board member will be from the rural Drummond participation member area.

B. Trustees shall hold their office for five (5) years from the date of appointment and until his/her successors is appointed. Initially, appointment shall be made for 1, 2, 3, 4, and 5, year terms. Annually thereafter, there shall be appointed before July 1 of each year in the same manner as the original appointments for a five-year term, a trustee to take the place of the retiring trustee. Trustees shall serve no more than two (2) full terms in succession.

C. Vacancies on the Library Board shall be filled for the un-expired term in the same manner as original appointments.

Section 2 Compensation:

Members of the Library Board shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

ARTICLE II: OFFICERS, POWERS, DUTIES AND RESPONSIBILITIES

Section 1 Officers

The elected officers of the Library Board of Trustees shall be a chairperson and vice-chairperson.

Section 2 Election, Term of Office and Vacancies

1. Following such appointments, in July of each year, the trustees shall meet and elect chairman and such other officers, as they deem necessary, for 1-year terms.
2. Vacancies shall be filled for the un-expired term in the same manner as original selection.

Section 3 Removal

Any officer elected or appointed may be removed by the joint board whenever, in its judgment, the best interests of the library would thus be served.

Section 4 Duties of Chairperson

The chairperson shall preside at all meetings; shall appoint all standing and special committees; and shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the joint board from time to time. The chairperson shall be an ex-officio member of all committees.

Section 5 Duties of Vice-Chairman

In the absence of the chairperson or in the event of his/her inability or refusal to act, the vice-chairperson shall perform all duties of the chairperson, and when so acting, shall have the powers of and be subject to all restrictions upon the chairperson. In the absence of both chairperson and vice-chairperson, a joint board member designated by the joint board shall exercise the chairperson's function.

Section 6 Powers, Duties, and Responsibilities of the Library Board of Trustees

1. The Library Board shall adopt bylaws and rules consistent with State law and will not contradict any provisions of the Drummond School/ Community Library bylaws, for its own transaction of business and for the governance of the Library, including the days, time, and number of regular meetings of the Board. The Board shall select a chairperson and vice-chairperson to serve one-year terms.
2. The Library Board shall be responsible for developing governing policies regarding the general operations and care of the Library. Such policies shall incorporate standard protections such as the "Library Bill of Rights" and the "Freedom to Read Statement" among others to insure maximum opportunity to provide the full range of quality library services to all students and community members. Upon approval by the Library Board such policies shall thereafter be enforceable.
3. The Library Board shall have the power to contract, receive or deliver library services and to accept gifts, donations, devices and bequests not subject to reversion at the end of the fiscal year.
- 4. The Library Board will handle all grievances regarding the library. For all employees, the decision concerning each grievance can be appealed to either the school board or the mayor/city council respectively.
- 5. The Library Board controls the expenditures of funds collected for the library and have sole authority under law for setting the library budget and authorization of library expenditures. The head librarian (who is the school Librarian) and the director of the Community Library will be charged with the coordination of budgeting.
6. After consultation with the Library Board, the School District shall designate their librarian to be the Chief Librarian. The Chief Librarian will oversee the aides and community librarian. The Chief Librarian shall serve as the secretary of the board and shall serve at the pleasure of the board. The School district shall continue to be responsible for the selection of the school librarian and the library aides. Librarians may be requested to attend all Library Board Meetings and to provide such reports that the Library Board may request.
7. The Library Board will work with the school District to meld current school library policy and public library policy with particular attention to key policies affecting material selection and weeding criteria, challenges to collection and censorship. *compensation*

THE SCHOOL DISTRICT SHALL:

1. Provide all utilities, janitorial and maintenance care year round. ** copy of plan*
2. Provide funds for general operation of the library as well as materials budget for meeting the library needs of the school district. The school district will only be responsible for the salary and benefits of the school librarian and other staff needed by the school district to meet the needs of the district and will not have any financial responsibilities for the salary, benefits, etc. of non-school district employees.
3. Provide necessary property, as well as workman's compensation coverage for all school district personnel.
4. Provide school personnel payroll and accounting services.
5. Provide accounting services and reports for purchases made with public school and public library dollars.

THE TOWN COUNCIL SHALL:

1. Provide budget line items in the Public Library Budget for the needs of the non-school population. *out dated*
2. Fund the public library budget according t MCA 15-10-420 (approximately 7 mills).
3. Provide the necessary information and revenue for the Revenue Account 365020 and Investment Earnings Account 371020. *?*
4. Provide for payroll accounting such as payroll, workers' compensation, applicable benefits, etc. for community library personnel. *aidman \$?*

ARTICLE V: LIBRARY ACCESS AND HOURS *15 hours/week*

1. Public library patrons of all ages shall be granted unlimited access to the facility for a number of hours per week equal to the current hours, and not less than the present hours being provided at the town library. The public's access to the library shall not interfere in the District's ability to provide additional hours of public access as soon as it is feasible. The school library will make every effort to comply with state accreditation standards as per school district policy for access and number of hours.
2. The public Library will make every effort to comply with Montana Public Standards (ARM 10.102.1150-10.102.1157)
3. To the greatest extent possible, all services and materials will be equitably available to all library users.
4. The Drummond School-Community Library shall be accessible by the patrons during posted library hours except:
 - A. In the event of an emergency
 - B. At special times when the public shall be notified. *lengthen grade... cc notice*
? hours?

5. Prior to use of specialized equipment, patrons may be asked to demonstrate proficiency in its operation.

ARTICLE VI: CHIEF LIBRARIAN

Section 1 Selection

1. After consultation with the Library Board, the School District shall designate their librarian to the Chief Librarian.

Section 2 Duties

1. Oversee the aides and community librarians.
2. Serve as the secretary of the board and shall serve at the pleasure of the board.
3. Attend all Library Board Meetings unless excused and to provide such reports that the Library Board may request.
4. Execute and administer library policy.
5. Report to the Library Board on the condition of the library.
- > 6. Make recommendations to the Library Board on new policies and procedures.
7. Monitor monthly expenses and inform District Clerk of expenditures.
8. Assist in preparation of annual budget.
- > 9. Chief Librarian will be responsible for the completion of the inventory once per year as scheduled.

ARTICLE VII: AMENDMENTS

The by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority of the trustees present at any regular meeting or at any special meeting if a least thirty (30) days written notice is given to each trustee of the intention to alter, amend, or repeal, or to adopt new by-laws at such meeting.

ARTICLE VIII: CONTINUING EDUCATION FOR STAFF/TRUSTEES

Continuing education is a must for staff and trustees alike. Attendance at, and funds for travel and registration to, staff development opportunities for staff and trustees will be approved as may be deemed appropriate and applicable by the Library Board.

Note

ARTICLE IX: FEDERATION ADVISORY BOARD MEMBERSHIP

Section 1 Representation

In accordance with membership in the Broad Valleys Library Federation, one (1) member of the library board of trustees will be elected to represent Drummond School Community Library. Election of this representative for a term of one (1) year will occur at the regularly scheduled meeting in July of each year.

Section 2 Duties of Representative

The representative to the Broad Valleys Library Federation will attend all meeting of said Federation. If a conflict arises, the library board will designate a proxy from among themselves.

The representative will present a report of Broad Valleys Library Federation meeting to the library board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes.

8. All policies relating to the joint school-public library whether by the Library Board, the School District or the Town Council will be compiled in written form, approved at the discretion of the Library Board, and reviewed annually.
9. The Library Board shall have authority over the general operation of the Library according to the Library Board By-laws.

ARTICLE III: MEETINGS

Section 1 – Regular Meetings

The board shall hold monthly meetings. The board shall determine time, place, date, and will be posted for public notice.

Section 2 – Special Meetings

Special meetings of the board may be called by the chairman or upon written request of three (3) member of the board.

Section 3- Quorum

The presence of a majority of the board's voting members shall constitute a quorum for the transaction of business.

Section 4- Manner of Acting

The vote of a majority of the trustees present shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these by-laws.

Section 5-Parliamentary Rules

The usual parliamentary rules shall govern the proceedings of the board, and upon the demand of any one member of the board, the vote on any proposition shall be taken by yeas and nays. The yeas and nays shall be recorded.

Section 6- Order of Business

Call to Order

Pledge

Minutes

Financial Report and Approval of Bills

Recognition of Individual, Delegations, and Correspondence

Unfinished Business

Operations Report

New Business

Adjournment

ARTICLE IV. FINANCE AND BUDGETING

Each year the Chief Librarian, in consultation with the assistant librarian, shall prepare the annual preliminary budget by April 1 and submit this budget to the Library Board for approval. The Library Board will submit to the Town Council a library budget for the public library services. The Library Board will also submit a "recommended" budget to the School District indicating what support may be required from school funds.

December 2, 2008

Dear Sue,

Enclosed, please find the Drummond School Public Library Policy.

It has been revised and was approved on November 11, 2008 by the Board of Trustees.

I have also included the appendix as well as the By-Laws and the Interlocal Agreement, in case that is not already on file with the State Library.

** Signatures are on the back page.*

Jodi

A handwritten signature in black ink. The name "Jodi" is written in a cursive style. To the right of the name is a large, circular flourish or scribble that contains a small smiley face-like shape.

separate folder

separate folder