

THOMPSON FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
BY-LAWS
JANUARY, 2004

ARTICLE I: Purpose.

The following by-laws shall govern the Board of Trustees of the Thompson Falls Public Library as established by an Interlocal Library Contract between the City of Thompson and the County of Sanders dated December 11, 2000.

ARTICLE II: Board of Trustees.

Section 1: Board of Trustees.

The operation of the Library shall be governed by a five-member Board of Trustees who shall be appointed in the following manner, as prescribed by the Interlocal Library Contract: The Mayor with the consent of City Council of City of Thompson Falls shall appoint two members, both of whom must be residents of the City, and the Chairman of the Board of County Commissioners with the advice and consent of the Board of County Commissioners shall appoint two members, both of whom must be non-city residents residing within the district; and the Mayor and the Chairman, with the advice and consent of the City Council and Board of County Commissioners shall jointly appoint the fifth member.

Section 2: Terms of the Trustees.

The terms of the trustees shall be five years. Trustees shall serve no more than two full terms in succession.

Section 3: Vacancies.

Vacancies on the Board of Trustees for unexpired terms shall be filled as soon as possible in the manner in which members of the Board are regularly appointed.

Section 4: Removal of a Trustee.

A Trustee may be removed only by vote of the body or bodies which appointed the original Trustee for that particular term.

Section 5: Powers of the Board of Trustees.

The Board of Trustees shall have the powers and duties as set forth in the Montana Codes Annotated.

ARTICLE III: Officers.

Section 1: Officers.

The officers of the Board of Trustees shall be a Chair and a Vice-chair. Such officers shall have the authority to perform the duties and functions as hereinafter prescribed. The Trustees may elect such other officers as deemed necessary.

Section 2: Election and Term of Office.

The officers of the Board of Trustees shall be elected annually by the Board of Trustees at its regular meeting held in the month of July. If the Trustees hold no meeting in July or a quorum is not present at the July meeting, such election shall be held as soon thereafter as convenient. Each officer so elected shall take office immediately and shall hold office until his/her successor has been elected and qualified. New offices may be created and filled at any meeting of the Trustees.

The term of office for all officers shall be one year and may be renewed.

Section 3: Removal of an Officer.

Any officer elected or appointed by the Trustees may be removed by the Trustees whenever in their judgement the best interests of the Library would be served thereby.

Section 4: Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Trustees for the unexpired portion of the term at the next regular meeting.

Section 5: Chair.

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

Section 6: Vice-Chair.

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice-Chair shall perform all duties of the Chair, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the Chair. The Vice-Chair shall perform such other activities as from time to time may be assigned by the Chair of the Trustees.

Section 7: Secretary.

The Library Director shall serve as Secretary of the Board of Trustees and be responsible for the meeting notices and agendas of the Board meetings as outlined in these By-laws: for the minutes of the regular and special meetings of the Board and for the records of the Board. All Board of Trustees records shall be kept in the library building unless the Trustees direct otherwise. The Library Director shall be responsible for other secretarial duties as may be assigned by the Board.

ARTICLE IV: Meetings of the Board of Trustees.

Section 1: Regular Meetings.

The regular meetings of the Trustees shall be held monthly at a consistent time and day as set by the Trustees. All meetings shall be held in compliance with the Montana Codes Annotated.

Section 2: Special Meetings.

Special Meetings may be called at any time by the Chair or by any two Trustees.

Section 3: Place of Meeting.

All regular meetings of the Trustees shall be held in the Thompson Falls Public Library or at such other place as designated by the Trustees. Special meetings shall be held at the time and place designated in the notice of the meeting; but if no place is specified, then the meeting shall be held in the library.

Section 4: Notice of Meetings;

Notice of regular meetings stating the place, day and hour, shall be made available to all Trustees and the public not less than 3 days nor more than 15 days before the date of such meeting.

Notice of special meetings stating the place, day and hour, shall be made available to Trustees and the public as soon as possible.

An agenda for regular meetings shall be posted in the library at least 5 days before such meeting.

Section 5: Order of Business.

The order of the regular meetings shall include, but not be limited to, the following items:

CONSTANT AGENDA

Call to order.

Citizen comments.

Minutes of previous meeting approval.

Correspondence.

Claims for current month approval.

Financial report.

UNFINISHED BUSINESS

NEW BUSINESS

REPORTS

CLOSURE

Call for adjournment.

Section 6: Quorum.

The presence of a majority of the Trustees shall constitute a quorum for the transaction of business. If less than a quorum is present at any meeting, the Trustees may adjourn the meeting from time to time without further notice.

Section 7: Manner of Acting.

The votes of a majority of the Trustees present, upon any matter to be voted at any meeting at which a quorum is present, shall be necessary for the adoption thereof, unless greater proportion is required by law or by these By-laws.

Section : Roberts Rules.

Roberts Rules of Order shall govern in the parliamentary procedure of the Board of Trustees.

ARTICLE V: Library Director and Library Personnel.

Section 1: Appointment of Library Director.

The Trustees shall appoint and set the compensation of the Library Director and other library employees who shall serve at the pleasure of the Board of Trustees.

Section 2: Duties of the Library Director.

The Library Director shall serve as Secretary to the Board as provided in Article III, Section 7, of these By-laws. The Library Director shall execute and administer the policies adopted by the Trustees and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The Library Director shall submit periodic reports to the Trustees, but not less than monthly, of the condition of the library and shall make recommendations to the Trustees of such policies and procedures as will promote the efficiency of the library and its services.

ARTICLE VI: Committees.

Section 1: Committees.

The Board of Trustees may function as a committee of the whole without appointment of standing committees. The Trustees may establish standing committees, which shall make regular reports. Membership on a standing committees shall be for one year only by appointment of the Chair. If Trustees wish to establish standing committees, such committees may be listed and defined by the By-laws. Special committees may be authorized and appointed by the Chair for special, limited purposes and shall serve only until completion of the assignment.

ARTICLE VII: Amendments to the By-laws.

These 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 at least two days' notice is given of the intention to alter, amend or repeal or adopt new By-laws at such meeting.

IN WITNESS WHEREOF, we the undersigned Trustees have enacted the above and foregoing By-laws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on the day , 2004.

Eileen Stone
Trustee, Chair

Sarah Pegg
Trustee

Frank D. Sulay
Trustee

John M. Foulis
Trustee

John M. Foulis
Trustee

ATTEST:

Katherine C. Roberts
Secretary