

Broad Valleys Federation of Libraries
Special Business Meeting
April 2nd 2021

Agenda
Friday, April 2nd 2021

1:00pm BUSINESS MEETING

- 1. Roll Call- Please state your name and what library you are from.**
- 2. Bylaws-Vote for approval.**
- 3. Election of Officers for FY2021**
 - A. Chairperson- (Trustee)
 - B. Vice Chairperson- (Trustee)
- 4. FY2022 Plan of Service Development- How do you want the \$ spent.**
- 5. Wrap-up and adjourn**

Current

BYLAWS

Broad Valleys Federation of Libraries Advisory Board

Article I. General

- A. The name of this organization is the Broad Valleys Federation of Libraries Advisory Board.
- B. The purpose of this organization is to:
 - 1. Collaborate with all types of libraries to develop programs and goals of the Federation
 - 2. Adopt and submit a Plan of Service and an annual report to the State Library Commission
 - 3. Communicate programs and goals to Federation member libraries and the public
 - 4. Advocate for Montana Libraries
- C. The Broad Valleys Federation of Libraries Advisory Board has advisory powers only. Responsibility for fiscal and administrative matters is vested in the Montana State Library Commission and the governing boards of member libraries.
- D. The Coordinator implements programs and goals adopted by the Federation.
- E. The term "meeting" throughout this document refers to an interactive communication among all or part of the Broad Valleys Federation membership, Advisory Board, or designated committees. Such meetings may occur via a variety of formats including in-person or via regular mail, E-mail, telephone or other acceptable electronic means of communication. Official Federation meetings will be conducted in accord with the requirements of Montana's Open Meeting Laws (MCA 2-3-201 through 2-3-203).

Article II. Membership

- A. Any legally established school, academic, special or public library in the Broad Valleys Federation of Libraries geographic area may be a part of the Broad Valleys Federation of Libraries Advisory Board.
- B. One member from each legal public library board of trustees shall serve on the Broad Valleys Federation of Libraries Advisory Board. Any participating entity without a duly appointed library board shall name a layperson to represent that entity. Each public library member shall exercise one vote.

- C. Two representatives from the participating school or school/ community libraries, one representative from the academic libraries and one representative from the special libraries shall be chosen from those entities attending the meetings to represent the particular library group. These representatives will each exercise one vote and need not be laypersons representing the entities.
- D. The voting members of the Broad Valleys Federation of Libraries Advisory Board shall consist of one public library trustee from each legally recognized Broad Valleys Federation public library, two representatives who will represent all of the Broad Valleys Federation public school or school/community libraries, one representative who will represent all of the Broad Valleys Federation academic libraries, and one representative who will represent all of the Broad Valleys Federation special libraries.
- E. The Public Library Directors of the Broad Valleys Federation and the Broad Valleys Federation Coordinator shall be ex-officio non-voting members of the Advisory Board and should be present at federation meetings.
- F. A trustee or representative entitled to vote may appoint their respective Library Director as proxy to vote or otherwise act for the trustee or representative by signing an appointment form. An appointment of a proxy is effective when written notice is received by the Federation Coordinator. An appointment is valid for eleven (11) months. An appointment of a proxy is revocable by the trustee or representative appointing the proxy by attending a meeting and voting in person.

Article III. Conflict of Interest

- A. Any possible conflict of interest relating to the Broad Valleys Federation of Libraries on the part of a member of the Broad Valleys Federation of Libraries Advisory Board shall be disclosed to the Board. When any such interest becomes a matter of Board Action, such Board member shall not vote or use personal influence on the matter, and shall not be counted in the quorum for a meeting at which Board action is to be taken on the interest.
- B. The Board member may, however, briefly state a position on the matter, and answer pertinent questions of Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Article IV. Composition

- A. Officers

1. The officers of this organization shall consist of a Chairperson and Vice Chairperson/Chair elect.
2. The officers of the Advisory Board shall be elected from the Board membership during the last meeting each fiscal year, and shall assume office on July 1 of the next fiscal year. The Chair and the Vice Chair must not come from the same group in these three predetermined electoral groups of public libraries divided according to the following formula:

Group A. Large Public Libraries – Public libraries serving populations of 20,000 and more.

Group B. Medium Public Libraries – Public libraries serving populations between 5,000 and 19,999.

Group C. Small Public Libraries – Public libraries serving populations of 5,000 and below.

B. Duties

1. The Chair shall convene the meetings of the Advisory Board and may call additional meetings from time to time as circumstances warrant.
2. The Chair shall appoint members of committees.
3. The Vice Chair/Chair elect shall assist the Chair in the discharge of the Chair's duties as the Chair may direct and shall perform such other duties as may be assigned by the Board.
4. In the absence of the Chair, the Vice Chair will serve in his/her stead.
5. The Chair and Vice Chair shall perform the duties prescribed in these bylaws and by Roberts Rules of Order.

C. Election of Officers

1. Nominations for officers of the Advisory Board shall come from the floor prior to elections at the last meeting of the fiscal year. If necessary, the Chair, Vice Chair, and Coordinator will form a nominating committee to recommend members for office.
2. The Chair and Vice Chair/Chair Elect shall be elected by a majority vote of the membership in attendance at the last meeting of the fiscal year.
3. In each succeeding year, the Vice Chair shall be elected by a majority vote of the membership in attendance at the last fiscal meeting of the year.

D. Terms of Office

1. The Chair and Vice Chair/Chair Elect shall serve one-year terms.
2. The Vice Chair shall automatically succeed to the office of Chair.
3. Filling a partial term because of a vacancy does not affect the time of an elected term of office.

E. Methods of Filling Vacancies

1. If the office of Chair should become vacant during a term, the Vice Chair shall assume the duties of the Chair.
2. If the office of Vice Chair should become vacant during a term, that office shall remain vacant until the next Advisory Board meeting when a new Vice Chair shall be elected to fill the unexpired term.
3. If both offices become vacant during the same term, the Advisory Board will hold a special election for both offices either by mail, phone, or in person.

F. Coordinator

1. The Coordinator may be the director of any library that is represented on the Advisory Board.
2. The Coordinator shall hold office for two years and at that time be eligible for re-election.
3. There are no limits on the number of terms a Coordinator may serve.
4. The Coordinator shall be elected by a majority of Advisory Board members.

G. Duties of the Coordinator

1. The Coordinator shall submit the Advisory Board adopted Plan of Service and Annual Report to the Montana State Library.
2. The Chair, Vice Chair, and Coordinator shall set the agenda of the meetings.
3. The Coordinator shall serve as Secretary and record minutes of all meetings.

H. Committees

1. Committees shall be appointed by the Chair as needed to implement the Plan of Service and other decisions of the Advisory Board.
2. Standing committees are: nominating, executive, and by-laws.

Article V. Executive Committee

Composition

The Executive Committee consisting of the Chair, Vice Chair, and four other members of the Advisory Board shall be elected at the last meeting of the fiscal year by a majority of members in attendance. Of the six members, three must be public library trustees. Their terms shall begin on July 1st of the next fiscal year. Of the five members, three must be public library trustees.

1. The Executive Committee shall be responsible for carrying the decisions of the full Advisory Board in emergencies.

2. The Coordinator is an ex-officio, non-voting member of the Executive Committee and should attempt to attend all Executive Committee meetings.
3. Should the office of an Executive Committee member who is not an officer become vacant during a term, the Chair shall appoint with approval of the Executive Committee an Advisory Board member to fill the unexpired term.

Article V. Meetings

- A. Advisory Board Meetings
 1. Meetings of the full Advisory Board shall be held semi-annually in the fall and spring and on the call of the Chair, Vice Chair and Coordinator as necessary to conduct the business of the Board.
 2. Meetings shall be open to interested persons.
 3. A conference telephone call may be substituted for a meeting at the discretion of the Chair, Vice Chair, and Coordinator.
 4. *Robert's Rules of Order* shall govern the parliamentary procedure of the meeting when not in conflict with these bylaws. Any of the rules of order may temporarily be suspended by a unanimous vote of all members at any meeting.
 5. A quorum for conducting business will be the members present at each meeting.

Article VI. Revision of Bylaws

- A. Revision of Bylaws
 1. The bylaws will be adopted by a two-thirds vote of those present at a meeting.
 2. The bylaws may be amended at any regular meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.
- B. Review of the Bylaws
 1. Bylaws will be reviewed every three years.
- C. Suspension of the Bylaws
 1. Any of the foregoing bylaws may temporarily be suspended by a unanimous vote of all voting members present at any meeting.

Adopted by the Broad Valleys Federation of Libraries: March 10, 2017 in Butte, Montana

Proposed
BYLAWS

Broad Valleys Federation of Libraries Advisory Board

Article I- Name

The name of this organization is the Broad Valleys Federation of Libraries Advisory Board.

Article II- Purpose

The purpose of the federation advisory board is to:

- A. Collaborate with all types of libraries and establish programs to strengthen member libraries in the Broad Valleys Federation region.
- B. Broad Valleys Federation (BVF) of Libraries Advisory Board adopts a Plan-of- Service to disburse monies to qualifying member libraries received by the Montana State Library Commission coal severance tax money the is specified for federations. The Montana State Library Commission approves the Plan-of-Service through the federation coordinator.
- C. BVF Advisory Board assists in planning services available through the federation, but Montana law stipulates the boards are advisory only.
- D. Provide a link for member libraries to communicate with the Montana State Library.
- E. Advocate for Montana Libraries

Article III- Membership

- A. Members will be a representation of an established school, academic, special, or public library in the Broad Valleys Federation geographic area.
- B. One member from each legal public library board of trustees shall serve on the Advisory Board. Each public library shall exercise one vote by the trustee representative.
- C. Librarians and/or employees of public libraries in the Federation shall be non-voting members. They are encouraged to attend meetings and to participate in discussions.
- D. One representative from participating school, academic, or special libraries shall be non-voting member of the Advisory Board.
- E. Each member library shall attend meetings regularly and participate in an advisory capacity.
- F. Any member may leave the Broad Valleys Federation by notifying the Federation, the Montana State Library, and the Montana State Library Commission. Once a library has taken these steps, their

membership will be withdrawn. There will be a two-year period before said library is able to rejoin and will be determined by Advisory Board vote.

Article IV- Officers

Officers shall consist of a Coordinator, Chairperson, and a Vice-Chairperson elected from the members.

- A. Terms of office for the chairperson and vice-chairperson shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in odd years and shall take office upon the adjournment of the meeting. The chairperson and vice-chairperson must be trustees.
- B. Terms of office for the coordinator shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in even years and at that time will be eligible for re-election. The coordinator shall take office upon the adjournment of the meeting. The nominating committee will encourage rotating the coordinator's position. There are no limits on the number of terms a coordinator may serve and the coordinator may be any member of the federation. The coordinator shall serve as secretary or appoint a designee to take minutes for federation meetings. The coordinator shall submit the Plan-of-Service adopted by the federation and the final report to the Montana State Library.
- C. The officers and the coordinator shall set the agenda and notify member libraries by sending the agenda in advance of meetings. The Montana State Library will send the agenda and other meeting notices to member libraries under the direction of the coordinator.

Article V- Meetings

- A. Meetings shall be held semi-annually in the fall and spring and on the call of the chairperson, vice-chairperson, and/or coordinator as necessary to conduct the business of the board.
- B. Meetings shall be open to all interested persons.
- C. Meetings may occur via a variety of formats including in-person, regular mail, e-mail, telephone, or other acceptable electronic means of communication.
- D. A quorum or one-third of the delegates must be present to transact business at any meeting of the Advisory Board, the majority of which must be public library trustees. (Currently Broad Valleys Federation includes 19 eligible libraries.)
- E. In the event a representative is unable to attend in person, he or she shall appoint a proxy to take his or her place at the Federation meeting. Proxy should be given to public library representatives. An official Federation Form must be used for all proxy votes., written permission for proxy votes must be obtained before the meeting at which the proxy vote will be cast, and Federation Voting Proxy form must be submitted to the Federation Coordinator prior to the meeting.
- F. Absenteeism by a member library, which results in lack of representation and participation in attending at least one (1) Federation meeting per year and following the Plan-of-Service will lead to a decrease in available federation monies to that member library. The Director and a library

representative or proxy of each member library within the federation is expected to attend 50% of the yearly meetings. Non-participation at 50% of Federation meetings by member without extenuating circumstances is grounds for a 50% loss of federation funding for that library for that fiscal year. Extenuating circumstances will be considered and voted on at the Spring Meeting. Resumed attendance will reinstate Federation funding for the follow year. Membership in BVF will not be discontinued but will have a status of “inactive”. Inactive member shall remain eligible for Federation-wide purchases and be able to vote on Federation issues.

Article VI- Committees

- A. Committees shall be appointed by the chairperson as needed to implement the Plan-of-Service and other decisions of the Advisory Board.
- B. Standing Committees are: nominating, continuing education, and bylaws. (These can be made up of library staff.)
- C. The Advisory Board may appoint a representative to serve on the Montana Book Award Committee and/or appoint a representative to attend Montana State Library Commission meetings if the Broad Valleys Coordinator is unable to attend the meetings, which are usually held in Helena.

Article VII- Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order that the Advisory Board may adopt.

Article VIII- Revision of Bylaws

The bylaws will be adopted by a two-thirds vote of those present, will be reviewed every three years, and may be amended at any regular or special meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.

Federation Plan of Service and Budget Request FY 22 July 2021 – June 2022

Federation Name: Broad Valleys

Revenue available: 47,673.55

Budget Summary

Program 0 – Administrative Expenses	\$1250
Program 1 – Annual Meetings	\$6000.10
Total amount that will be granted to individual libraries	\$40,423.45
Total expenditures	\$47,673.55

PROGRAM SUMMARIES

Program 1 - Annual Meetings

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Program 2 - Continuing Education

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Program 3 - Resource Sharing and Technology

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Program 4 - Community Outreach

Funds for this program are used to support outreach and marketing to the community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Program 5 - Building Planning

Funds used in this program support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include but are not limited to: consultant fees and travel, design models, wireless feasibility studies and cost analysis for designing areas.

Program 6 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, and supplies.

Amount each library in the federation will receive

Library	Amount
Belgrade Community Library	\$2,127.55
Bozeman Public Library	\$2,127.55
Broadwater School and Community	\$2,127.55
Butte-Silver Bow Public Library	\$2,127.55
Dillon Public Library	\$9,377.65
Drummond School & Community	\$2,127.55
Hearst Free Library	\$2,127.55
Jefferson County Library - Boulder	\$2,127.55
Lewis and Clark Library	\$2,127.55
Livingston-Park County Public	\$2,127.55
Madison Valley Public Library	\$2,127.55
Manhattan Community School	\$2,127.55

Meagher County/City Library	\$2,127.55
North Jefferson County Library	\$2,127.55
Philipsburg Public Library	\$2,127.55
Sheridan Public Library	\$2,127.55
Three Forks Community Library	\$2,127.55
Twin Bridges Public Library	\$2,127.55
West Yellowstone Public (ineligible)	\$0.00
William K. Kohrs Memorial Library	\$2,127.55

Date Plan of Service was approved by Federation members: