

**Bylaws of the Mitchell Public Library Board of Trustees.**

**Adopted: November 10<sup>th</sup>, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16.**

**Article I—Name:**

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

**Article II—Trustees.**

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. Trustees can serve no more than 3 consecutive 3-year terms.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

**Article III—Officers.**

Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.

Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.

- Section 3. The chairperson will preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board and generally performs all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson's duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of the board meeting; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; shall notify the Mayor of Mitchell of any vacancies on the Mitchell Public Library Board of Trustees.

**Article IV—Meetings.**

- Section 1. The Board of Trustees shall meet at the Library on the second Wednesday of each month at 4:30 p.m. or as such time as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
  - b) Reading and approval of the previous minutes.
  - c) Report of the Director of the Mitchell Public Library
  - d) Financial report of the library and approval of bills.
  - e) Reports of committees.
  - f) Communications & correspondence.
  - g) Unfinished business.
  - h) New business.
  - i) Public presentation to, or discussion with, the Board.
  - j) Other business.
  - k) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held for the sole purpose of considering a student, employee and personnel matters, however any official action concerning such matters shall be held only upon a majority vote of the members of such body present and voting. Nothing in this act shall be construed to prevent an executive or closed meeting, Federal or State Constitution of the Federal and State Statutes require or permit it. Notification of each meeting shall be made to each member from the Secretary of the Board.
- Section 6. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.

Section 7. Conduct of the meeting: Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

**Article V—Library Director and staff.**

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 Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Mitchell and vacancies of the Board. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

**Article VI—Committees.**

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharge upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

**Article VII—General.**

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was state in the call for the meeting, which was mailed or e-mailed to the members at least two weeks before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise may be suspended temporarily in connection with the business at hand, but which four (4) of the members of the Board shall be present and two-thirds or those present shall approve.