

Board of Trustees

By-Laws



219 Main Street

Filer, Idaho 83328

Revised by Filer Public Library Board of Trustees July 2023

Filer Public Library Board of Trustees By-Laws

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I. Motto & Mission Statement –

Motto:

Serving the entire family & enriching our community.

Mission:

The Filer Public Library makes available to the public the best possible facilities for obtaining information and knowledge, for stimulating the search for new ideas, providing opportunity for acquaintance with the past and offering the pleasure to be found in books and other library materials. Filer Library Board adheres to the Idaho Library Laws, Title 33-2604 Public Libraries.

II. Selection & Appointment of Trustees

1. Number of trustees to be appointed.

A board of five library trustees, selected from the citizens of the City of Filer shall be appointed by the city council.

2. Term of office

Library trustees shall hold their office five years from the date of appointment and until their successors are appointed. Trustees may not serve more than two consecutive terms of five years each.

3. Organization of the Board

Board officers shall consist of a Chairman, Vice-Chair and Treasurer.

The Board shall meet once a month for regular sessions and once a year to review goals and objectives, policies and procedures, budget and personnel.

4. Vacancies

All vacancies shall be reported to the city council within five days by the board of trustees and shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an unexpired term shall be for the remainder of the term only [unless member wants another term].

Any trustee may be removed by the city council by the unanimous vote of all its members.

5. Compensation

No compensation shall be paid or allowed to any trustee.

III. Meetings

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

Declaration of quorum

Pledge of Allegiance

Citizen's Input

Consent Agenda

Agenda as Posted

Executive Session as needed

Adjournment

A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Executive Meetings:

Must take place only at a valid open meeting when the board [1 more than 1/2] has voted to hold such executive session. Every such "meeting" must satisfy the Open Meeting Law's notice and agenda requirements. Prior to such vote, the presiding officer must identify the authorization under the Open Meeting Law for the holding of an executive session. Then, when the vote is taken, the individual vote of each member of the governing body must be recorded in the minutes.

Such meeting will be called to discuss salary and employee evaluations, as well as appointments of new trustee members or employees. It shall also be deemed necessary to have legal counsel present when discussions of legal ramifications and legal options for pending litigations, or controversies are imminent.

No voting is done in an executive session. Only discussion of the different actions and their various outcomes will be discussed. Once the executive session is adjourned then voting on any of the discussed issues will be taken and recorded in the regular meeting minutes.

Cooperation is the key.

The duties and responsibilities of the library board and the library director may appear to overlap. Understanding the differences in function assures teamwork and better library services.

Boards should not run their libraries: they should see that they are run properly. Boards should not attempt to manage their libraries; they must see that the library is managed properly.

Policy determination and management are different roles:

- Policy determination relies heavily on the board's participation and knowledge.
- Management is the responsibility of the person hired by the library board to administer, direct, or run the library.

V. Powers & Duties of Trustees

1. The board of trustees manages and controls the affairs of the library. They shall make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library as may be expedient. They shall review policies on a regular basis, especially as part of the orientation of new trustees. They shall determine any question of policy.

2. The board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indicating what support and maintenance of the library will be required for review and approval by the city council for the ensuing year. All funds for the library shall be in the custody of the city treasurer unless otherwise provided by city ordinance, and shall be used only for library purposes. The board shall have control of library expenditures. Money shall be paid for library purposes, only upon properly authenticated vouchers of the board of trustees. The board shall not make expenditures or incur indebtedness in any year in excess of the amount of money appropriated for library purposes.

3. The board selects and appoints a competent and qualified library director, prescribes rules for conduct and fixes salaries and duties. This will include reasonable fringe benefits, agreeable working conditions and opportunities for professional growth.

4. The Library Director with assistance of the Board of Trustees must prepare the necessary and proper reports from the library for the city government and for the State Library Board.

6. The **Chair Person** shall preside at all meetings of the board, issue notice for any meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. [See list of duties]

7. The **Vice-chair** shall be willing to perform any and all duties as required in the absence of or to assist the **Chair Person** as needed.

8. The **Treasurer** shall work directly with the Library Director in reviewing invoices per the Library Spending Policy.

9. The board will know local, state and national laws which affect libraries, and play an active part in initiating and supporting beneficial library legislation; be aware of and make use of the services and consultants of the Idaho Commission for Libraries; attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries; study library publications.

10. Attend all board meetings and committee meetings to which you are assigned. Carry out all special assignments properly.

VI. Powers & Duties Held Jointly

1. Both the Board of Trustees and the Library Director shall be responsible for community relations and interpreting the library to the public.
2. The Library Director and the Board of Trustees will work together in the preparation of the annual budget.
3. The Library Director and Board of Trustees will cooperate in obtaining adequate funds for the library operation.
4. The Library Director and Board of Trustees will see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library and at the City of Filer offices.
5. Other duties held by the Library director are outlined in the employee manual.

These **bylaws may be amended** by a simple majority vote of all members of the board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been mailed to all members at least 3 days prior to the meeting at which such action is proposed to be taken and posted on said meeting agenda.

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. Any rule of resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which at least three members of the board shall be present and three of the present shall approve.

The Filer Public Library Board adheres to the open meeting law. [Idaho Code 67-2340 through 67-2347]

List of Duties

Board of Trustees

Chairperson:

- Preside over monthly, annual and any special meetings.
- Conduct meetings according to open meeting regulations.
- Help in the dissemination of information from the library to the community.
- Vote in the event of a “tie” of the Library Board of Trustees occurs in a meeting.

Vice Chairperson:

- Perform any duties of the Chairperson in the event of the Chairperson’s absence or upon request.

Treasurer:

- Review Financial and Budget reports as reported by the City of Filer and with the assistance of the Library Director and research answers to any Trustee or community questions of such.
- Explain any expenses that are questioned or of an unusual nature to the Board of Trustees at the monthly meetings.
- Review any invoices that are above the Library Director’s limit or outside the annual budget guidelines before they are presented to the City of Filer for payment.
- Review and take employee timesheets to the City of Filer at conclusion of each pay period in the Library Director’s absence.