

## **TRUSTEE BYLAWS**

### **Article I - Name and Authorization**

The organization shall be called "The Board of Trustees of the Custer County Library" existing by virtue of the provision of chapter 14-2 of the South Dakota Codified Laws and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **Article II - Meeting**

The library board shall meet ten times each year on the third Wednesday of the month. The time and place shall be publicly noticed in accordance with applicable South Dakota open meetings laws. An annual meeting shall be held in the month of January. Special meetings may be called by the chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

No official action of the board shall be taken outside of a properly noticed public meeting. Informal communication between trustees may occur; however, such communication shall not be used to deliberate or decide board action.

Trustees shall avoid serial communications that could be construed as a quorum deliberating outside of a public meeting.

Attendance at a meeting of the library board of trustees may be by electronic means. Any member attending by electronic means shall be marked as present with his/her participation in discussions and votes having the same force and effect as attendance in person, provided that such participation complies with applicable open meetings requirements, including public access.

Voting abstentions shall be recorded by name in the minutes.

### **Article III - Trustees**

The board of trustees shall be composed of five competent members broadly representative of the population of Custer County. The librarian and the board of trustees shall submit names of nominees to the Custer County Commissioners for confirmation. Trustees shall serve staggered three year terms. In the event any board member is unable to attend meetings regularly, the trustees shall submit a recommendation to the Custer County Commissioners for a replacement. A board member shall serve no more than two consecutive terms of three years each.

The highest ethical standards guide trustees in the performance of their duties and obligate them to:

- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, fellow trustees, or the library.
- Disqualify themselves immediately when a conflict of interest or the appearance of one exists.

- Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging the formal position of the board even if they personally disagree.
- Respect the confidential nature of library business and the privacy of library patrons.
- Avoid any form of board representation not authorized by the board.
- Avoid the denigration of the library, library staff, and fellow trustees in any public arena.

Trustees should follow these bylaws and their provisions as well as all library policies and rules. If not compliant, a trustee may be asked to resign or may be removed from the board. Further causes for removal include:

- A felony conviction during term of service on the board.
- A consistent pattern of behavior unbecoming a trustee (e.g. violent behavior).

Removal of a trustee for either of the above causes shall be accomplished as follows. The chairman (or the vice-chair if the person to be removed is the chair) shall provide the trustee subject to removal written notice of the charge(s) at least seven days prior to the meeting on which the matter is scheduled. This meeting may be a regularly scheduled meeting or a special meeting called at the written request of three members of the board and may be considered in executive session in accordance with applicable law. The trustee will have the opportunity to address the charges and plead his/her case. If a majority of the board decides removal of the trustee is in the best interest of the library, the trustee may be asked to submit a written resignation. If the trustee refuses to resign, a vote must be held in the board meeting outside of Executive Session and recorded in the minutes. The letter of resignation or a letter recommending removal will be submitted to the Custer County Commission.

#### **Article IV - Officers**

Board officers shall be as follows: chairman, vice-chairman and secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees by ballot at the annual meeting of the board. Each officer shall serve a term of one year in such office and may be re-elected for one additional term.

The chairman of the board shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the chairman, the vice-chairman shall perform all duties authorized for the chairman. If the library board shall have direct charge of any funds, a treasurer shall be appointed by the board of trustees to take charge of such library funds, sign checks on the accounts on the board's authorization and report at each meeting on the state of the funds. Any expenditure exceeding \$500.00 shall require the signature of a board member in addition.

### **Article V – Committees**

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed. A committee may consist of just one person if desirable.

### **Article VI - Quorum**

A quorum for the transaction of business shall be a simple majority of the board members.

### **Article VII - Librarian**

The librarian is selected by the board of trustees and serves as the board's executive officer. The librarian shall have sole charge of administering the library under the board's direction and review and shall be responsible for employing and directing the staff and volunteers, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all moneys received or expended and shall report on such receipts and expenditures at each regular meeting of the board. The librarian shall perform the duties of secretary of the library board and shall attend all board meetings except when her or his employment or salary is discussed.

### **Article VIII – Items of Business**

The items of business at regular meetings shall be:

- Roll Call
- Approval of previous meeting's minutes
- Correspondence and communications
- Report of Librarian
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New business
- Adjournment

### **Article IX - Amendments**

These bylaws may be amended by a simple majority vote of the members present at any regular board meeting that has a quorum, provided that the proposed amendment(s) has been properly noticed on the agenda.