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**GLENN'S FERRY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS**

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**ARTICLE I  
LEGAL BASIS AND PURPOSE**

The Board of Trustees of the Glenn's Ferry Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by the said statutes for the provisions of public library service in the City of Glenn's Ferry.

**ARTICLE II  
SELECTION AND APPOINTMENT**

**Section 1. Number of Trustees**

A Board of five Library Trustees, selected from the residents of the City of Glenn's Ferry, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as a liaison for the Board and City Government.

**Section 2. Term of Office**

A Trustee shall serve a term of five (5) years. The term of one (1) Trustee shall expire each year on January 31st. Trustees shall hold their office from the date of appointment until the next term expires. Trustee shall hold their office from appointment until the next term expires and a successor is appointed.

By accepting appointment to the Board, Trustees agree to attend a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by

the President, missing three (3) consecutive regular meetings for other than health-related reasons is considered a resignation from the Board.

### **Section 3. Compensation**

Trustees shall serve without salary or any compensation, except that they may receive reimbursement for their actual and necessary expenses while engaged in the business of the Library.

### **Section 4. Vacancies**

All vacancies on the Board shall be reported to the Mayor and City Council within five (5) days by the Board. Vacancy will then be filled at the discretion of the board in a timely manner. City council will approve any new appointments.

## **ARTICLE III POWER AND DUTIES**

### **Section 1. Policies**

The Board shall have the power to establish all library policy and rules of use and to determine any questions of policy.

### **Section 2. Budget**

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

### **Section 3. Expenditures**

The Board shall have exclusive control of the expenditures of all moneys collected for the Library Fund.

### **Section 4. Property**

The Board shall have the supervision, care, and custody of the building set apart for library purposes. The Board shall take charge of the public library and of all real and personal property belonging to it, or may be acquired by loan, purchase, gift, device, or otherwise, when not inconsistent with the terms and conditions of the gift, device, or bequest. The Board shall have the power to make and enforce all rules, regulations and bylaws necessary to administer, govern, and protect the Library and all property belonging or loaned to it.

## **Section 5. Appointments**

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director shall have sole charge of the administration of the Library under the direction of the board. The Director will act in accordance with the policies of the City of Glenns Ferry to hire such employees as may be necessary for the proper operation of the Library. The Director shall be held responsible for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director should be invited to attend a portion of all board meetings, in order to present reports and discuss library programs.

## **Section 6. Gifts and Trusts**

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for the Library.

## **Section 7. Other Duties**

Additional duties of the Board shall include, but not necessarily limited to:

- a. promoting and interpreting the Library and its services to the public;
- b. obtaining adequate funds for the library operations; and
- c. developing a program of planned growth and improvement for the Library and library services.

# **ARTICLE IV OFFICERS**

## **Section 1. Elections**

The Board shall elect at its annual meeting from its members a President, Vice President, and Secretary who shall serve for a term of one (1) year or until their successor is elected.

## **Section 2. Duties**

- a. President:

The President shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation, appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, insure that a true and accurate record is maintained of all meetings of the Board. Plan the meeting agenda with the Secretary, and perform all other duties associated with that office.

b. Vice President:

In the absence of the President, the Vice President shall preside and perform all other duties associated with the President's office.

c. Secretary:

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board's meetings, shall prepare and submit any and all reports requested by the Board or required by law; shall issue notices of all special meetings; shall have custody of the minutes and other records of the board; and shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library.

### **Section 3. Vacancies**

Vacancies occurring in any office shall be filled by majority vote of those trustees at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve until the time of the next election of officers.

### **Section 4. Removal from Office**

Any officer may be removed from office by the Board whenever, in the judgement of the Board, the best interests of the Library shall be served by such removal.

## **ARTICLE V MEETINGS**

### **Section 1. Frequency**

Regular meetings of the Board shall be held monthly at the Public library, as determined in advance by the Board during a regular meeting. The Board shall hold its annual meeting each year in March.

**Section 2. Special Meetings**

Special meetings may be called by the President, or upon a written request of the majority of members, for the transaction of business stated in the Notice of Special Meeting. No business other than that stated in the Notice of Special Meeting shall be transacted at such a meeting. Notification procedures of the Special Meeting will comply with Idaho Code and The City of Glens Ferry Policies.

**Section 3. Quorum**

A majority of the Board shall constitute a quorum for the transaction of business.

**Section 4. Voting**

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The President may introduce, vote upon, move, or second a proposal before the Board.

**Section 5. Meeting Records**

The Secretary along with the Library Director shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library  
I am requesting a change in the bylaws to allow a more involved Library Board. By removing the secretary position, the trustee holding the position will have a more active role. We have the ability to use the Library Director, or anyone that the director appoints for the record keeping task.

**ARTICLE VI  
PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be Roberts Rule of Order, current edition, except as stated in these Bylaws.

## **ARTICLE VII AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.