



## **BOARD OF TRUSTEES BYLAWS**

### **ARTICLE I            GENERAL**

**Section 1- PURPOSE.** The Board of Trustees of the Lincoln County Library exists by virtue of the provisions of sections 22-1-301 to 22-1-317 of Montana Code Annotated (MCA), delegated to it by said statute. The purpose of the board of trustees is to act as the citizen governing body of the public libraries in Lincoln County, Montana.

**SECTION 2- MISSION.** Our mission at the Lincoln County Library is connecting people to ideas, information, and each other.

**SECTION 3- POWERS AND DUTIES: POLICY.** In consultation with and from recommendations made by the library director, the trustees shall establish policies for all operational procedures. Policies and procedures should be reviewed, evaluated, and updated as necessary or at least once every three years.

**SECTION 4- POWERS AND DUTIES: BUDGET.** Trustees are responsible for developing and submitting an annual budget to the county. Trustees are responsible for oversight of the Lincoln County Library budget.

### **ARTICLE II            BOARD OF TRUSTEES**

**SECTION 1- COMPOSITION OF BOARD.** The governing body of the Lincoln County Library is composed of five members as appointed by the Lincoln County Commissioners with the advice and recommendation of said board. The member appointed must be a legal US resident of Lincoln County (Montana) and have the best interests of the library in mind. There shall be one trustee from the North Lincoln County area, one trustee from the Libby area, and one trustee from the Troy area. The two remaining trustees shall be at large from within the county.

**SECTION 2- TERM OF OFFICE.** The term of office of the trustees shall be five years. No trustee shall serve more than two consecutive terms. If a member is appointed to fulfill a term of office vacated by another trustee, they will complete that term and are eligible for two consecutive following terms. At the end of any term, the trustee position shall be advertised per standard county procedure.

**SECTION 3- RESIGNATION AND REMOVAL OF TRUSTEES.** If a member becomes disabled or incapacitated, the Library Director shall be notified. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend two consecutive meetings

of the board without a legitimate reason and prior notification, the board shall declare the position vacant. Conviction of a felony, or of any offense involving moral turpitude, or a violation of official duties may result in a trustee's removal from the board by unanimous vote of the other trustees. It shall be the duty of the Library Director to notify the Lincoln County Clerk & Recorder of the vacancy. The position will be advertised per standard county procedure.

**SECTION 4- COMPLIANCE WITH PUBLIC LIBRARY STANDARDS.** The Lincoln County Library Board of Trustees will strive to comply with the Montana Public Library Standards.

**SECTION 5- NON-VOTING MEMBERSHIP.** A member of the Lincoln County Board of Commissioners and a member of the Lincoln County Library Foundation may be appointed by their respective boards to serve as ex-officio, non-voting members of the Lincoln County Library Board of Trustees.

### **ARTICLE III            OFFICERS**

**SECTION 1- PRINCIPAL OFFICERS.** The officer positions of chair and vice chair shall be elected annually at the regular meeting held before the first day of July of each year.

**SECTION 2. TERM OF OFFICE.** Officers shall serve terms of one-year and until their successors are duly elected. A trustee may not serve more than five consecutive years in the same office.

**SECTION 3- CHAIR.** The chair shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute documents authorized by the board, serve as an ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the board, and perform all other duties associated with that office.

**SECTION 4- VICE CHAIR.** The vice chair, in the event of the absence of the chair, shall assume and perform the duties and functions of the chair. In the absence of both the chairperson and vice chairperson, a member designated by the board shall exercise the chairperson's functions.

**SECTION 5- SECRETARY.** The Library Director shall serve as secretary of the board, keep a true and accurate record of all proceedings of the board meetings, ensure compliance with public meeting statutes (sections 2-3-202 to 2-3-203, MCA) and present all financial statements to the board. A designated board member or member of the Lincoln County Library staff may be asked to execute the duties of secretary as required.

**SECTION 6- VACANCIES.** Vacancies occurring in any officer position shall be filled at the next regular meeting of the board.



## **ARTICLE IV COMMITTEES**

**SECTION 1- GENERAL.** Committees for the study of specific issues may be appointed by the chair. Each committee shall consist of up to two trustees and at least one other person whom shall serve until completion of the work for which they were appointed. Committees shall serve in an advisory capacity and shall present their progress and recommendation at regular meetings of the board.

## **ARTICLE V MEETINGS**

**SECTION 1- REGULAR MEETINGS.** Regular meetings shall be held at a minimum of every other month- the date, the hour and location to be agreed upon by the board. The board will strive to conduct at least one meeting a year at each location in Eureka, Libby, and Troy.

**SECTION 2- QUORUM.** A quorum for the transaction of business shall consist of a majority of members of the board.

**SECTION 3- NOTICE OF MEETINGS.** The meeting agenda will be sent to the Board Chair for approval and then posted in the library and in at least two other locations in the community 48 hours prior to the meeting.

**SECTION 4- SPECIAL MEETINGS.** Special meetings may be called at the discretion of the chairperson or upon the request of two members of the board. The meeting agenda will be posted in the library and in at least two other locations in the community 48 hours prior to the meeting.

**SECTION 5- ORDER OF BUSINESS.** The order of business for regular board meetings shall include, but not be limited to, the following items:

1. Call to order
2. Public comment
3. Disposition of the minutes of the previous meeting
4. Financial report
5. Report of the Library Director
6. Old business
7. New business
8. Adjournment

**SECTION 6- MINUTES OF MEETING.** The minutes submitted by the secretary shall be approved by members of the board present at the meeting and filed.

## **ARTICLE VI LIBRARY DIRECTOR AND STAFF**

**SECTION 1- HIRING OF LIBRARY DIRECTOR.** The board shall select and appoint a competent and qualified Library Director who shall be the manager of the library operations. The Library



Director shall be held responsible for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, for the recommendation for employment and subsequent direction of staff, and for the care of the buildings and equipment by working in conjunction with maintenance.

**SECTION 2- LIBRARY DIRECTOR EVALUATION.** The board evaluates the performance of the Library Director annually.

## **ARTICLE VII                    FEDERATION ADVISORY BOARD MEMBERSHIP**

**SECTION 1- FEDERATION MEMBERSHIP.** In accordance with membership in the Tamarack Federation of Libraries, one trustee will represent Lincoln County Library on the Federation Advisory Board for the duration of the federation. The representative will shall exercise one vote.

## **ARTICLE VIII                    PARLIMENTARY AUTHORITY**

**SECTION 1- GENERAL.** The board uses general parliamentary authority on all matters not covered by the bylaws of the board.

## **ARTICLE IX                    AMENDMENTS**

**SECTION 1- GENERAL.** These bylaws may be amended at any regular meeting of the board with a quorum present, providing that the proposed amendment shall have been presented for action at the previous meeting and stated in the call or agenda for the current meeting.

In Witness Whereof, we, the undersigned Trustees, have enacted the foregoing bylaws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on the 16th Day of March 2023.

*Barb Huizdak*

Chairperson

*Annie Gassmann*

Trustee

*Kerri Teisberg*

Trustee

*Michelle Bianco*

Trustee

*Laura Finley*

Trustee

