

**BY-LAWS**  
**DILLON PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE I**

**NAME**

The name of this organization shall be the Board of Trustees of the Dillon Public Library, located in the City of Dillon, Beaverhead County, Montana.

**ARTICLE II**

**PURPOSE**

The purpose of the Board of Trustees shall be to govern the affairs of the Dillon Public Library according to the City of Dillon, City Ordinances Chapter 2.68 Public Library and all applicable laws and statutes of the state of Montana.

**ARTICLE III**

**MEMBERS OF THE BOARD OF TRUSTEES**

**Section 1. Appointment**

Trustees shall be appointed by the Mayor of Dillon and approved by the Dillon City Council. At any one time, one trustee must be a member of the Dillon City Council appointed by the Mayor to serve on the Board.

**Section 2. Number**

The Board of Trustees shall consist of five (5) appointed members. Trustee member's terms are staggered by one year each.

### Section 3. Tenure

The term of office of each trustee shall be five years from the date of appointment to the board or until a successor has been appointed. Trustees shall serve no more than two (2) full terms in succession, excluding any previous unexpired terms due to lack of fulfillment.

Annually, before the first day of July of each year, a candidate for the office of trustee shall be suggested by the Board to the Mayor and City Council to take the place of the retiring trustee. Vacancies in the Board of Trustees shall be filled for the unexpired term in the same manner as the original appointment (See Appendix I).

### Section 4. Vacancies

If a member of the Board becomes disabled or incapacitated, the secretary of the Board of Trustees shall be notified. Upon receipt of such notification, the position shall be declared vacant by the Board. A vacancy in the Board shall be filled as soon as practical by the appointment of a new member to the Board of Trustees to serve for the unexpired portion of the current term by the Mayor of Dillon with approval by the Dillon City Council in the same manner as the original appointment.

### Section 5. Absences

If any member of the Board is absent for three consecutive meetings of the Board without being excused by the Chairperson, the Board may declare the trustee's position vacant. It shall be the duty of the Chairperson to notify the Mayor of Dillon of the vacant position. The vacant position shall be filled as outlined in Article III, Section 4. Vacancies.

## ARTICLE IV

### **OFFICERS**

#### Section 1. Officers

The elected officers of the Board shall be a Chairperson and Vice-Chairperson, and Broad Valley Federation Representative.

#### Section 2. Election and Tenure of Office

The elected officers of the Board shall be elected annually by the Board at its regular meeting held in the month of July of each year or as soon as convenient. The term of office for all elected officers shall be for one (1) year. Officers may be reelected to serve for as many consecutive terms as the board wishes.

### Section 3. Removal

Any officer elected or appointed by the Board may be removed by the Board by majority vote whenever, in its judgment, the best interests of the Dillon Public Library would be served.

### Section 4. Vacancies

A vacancy in any office, for any reason whatsoever, may be filled by election of a new officer to serve for the unexpired portion of the term at the next regular meeting of the Board.

### Section 5. Secretary

The Library Director shall serve as Secretary of the board.

### Section 6. Duties of the Secretary

The Secretary shall: (a) keep a true and accurate record of the minutes of the proceedings of the Board and preserve the minutes. A copy of the minutes will be available at the library and City Hall. (b) see that all public notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) present all bills and financial statements to the Board; and (d) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be prescribed by the Board.

### Section 7. Chairperson

The Chairperson shall preside at all meetings of the Board, authorize calls for special meetings and execute all documents authorized by the Board. In the event of a tie the Chairperson shall serve as ex-officio voting member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, and perform all other duties incident to the office of Chairperson and such other duties as may be prescribed by the Board from time to time.

### Section 8. Duties of the Vice-Chairperson

In the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all of the powers and be subject to all of the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson of the Board.

## ARTICLE V

### **COMMITTEES**

The Board may from time to time create committees as it deems necessary. Except as otherwise provided by the Board, members of each such committee shall be members of the Board and the Board shall appoint the members thereof. Each committee may adopt rules for its own government not inconsistent with law, these bylaws or with rules adopted by the Board.

#### Section 1. Special Committees

Special committees for the study and investigation of special circumstances may be appointed by the Board. Such committees are to serve until the completion of the work for which they were appointed.

#### Section 2. Standing Committees

The Board may appoint standing committees as needed for one year coinciding with the calendar year.

## ARTICLE VI

### **MEETINGS**

#### Section 1. Regular meetings

A regular meeting of the Board shall be held at least once each month at such times and places as the Board shall decide. If a regular meeting cannot be held for any reason or if there is not a quorum at any regular meeting, the business of such meeting may be transacted at any other regular meeting or at any special meeting.

#### Section 2. Special meetings

Special meetings of the Board may be called by the Secretary upon the discretion of the Chairperson or upon the written request of a quorum of the members of the Board.

#### Section 3. Notice

Notice of regular and special meetings of the Board shall be provided in compliance with Montana open meeting law.

#### Section 4. Quorum

A quorum for the transaction of the business shall consist of a majority of the Board of Trustees physically attending or present via electronic device (with a maximum of two (2) trustees attending electronically at a time). The vote of a majority of the Trustees shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these By-Laws.

#### Section 5. Order of Business

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

1. Call to Order
2. Disposition of minutes of previous meeting
3. Financial report; action of financial obligations
4. Reports of committees
5. Report of Library Director
6. Communications
7. Unfinished Business or old business
8. New business
9. Public discussion with the Board
10. Adjournment

#### Section 6. Public Attendance

All meetings, votes, and deliberations of the Board shall be open to the public except as provided by Montana open meeting law.

#### Section 7. Finances

The Board may approve accepted bills for the library expenses, via a quorum, and must prepare an annual budget for presentation to the City Council for the following fiscal year.

#### Section 8. Annual Report

The Board shall prepare an annual report of library conditions and the operations to the City Council following the June meeting of the Library Board or when convenient for the City Council.

## Article VII

### **BEQUESTS, MEMORIALS, AND GIFTS**

#### Section 1. Trust and Agency Fund

Bequests, memorials, and gifts to the Library or Library Board of Trustees shall be placed in a Trust and Agency Fund.

#### Section 2. Intent of Donors

The Terms of bequests, memorials, or gifts as indicated by donors will be followed as directed by the Board of Trustees.

#### Section 3. Administration

The Trust and Agency Fund shall be administered by the Library Board of Trustees.

#### Section 4. Usage

Monies in the Trust and Agency Fund shall not be spent for Library Operation of Maintenance unless specifically designated for that purpose by the donor. Money may be spent for books, periodicals, videos, other reference materials, media or special needs that the Library requires.

#### Section 5. Records

The records and status of the Trust and Agency fund shall be available, upon request, to the city council and the public.

## Article VIII

### **LIBRARY POLICIES**

#### Section 1. Establishment of Library Policies

In consultation with and from recommendations made by the Library Director, the Board shall establish policies for the acceptance of gifts, the acquisitions of materials by local authors and artists, the restrictions of materials to the public and other policies as may be necessary for the effective use and management of the library.

## ARTICLE IX

### **AMENDMENTS**

These By-Laws may be altered, amended, or repealed at any regular or special meeting of the Board by quorum vote of all members of the Board of Trustees physically present or present via electronic device (with a maximum of two (2) Trustees attending electronically at a time) if at least thirty (30) days written notice is given to each trustee of the intention to alter, amend, repeal, or to adopt new By-Laws at such a meeting.

## Article X

### **LIBRARY DIRECTOR AND STAFF**

#### Section 1. Library Director and Staff

The Board shall select and appoint a competent and qualified Library Director who shall be the manager of library operations. The Director shall be held responsible for the care of the building and equipment, for the employment, direction, and review 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 Board must evaluate the Library Director annually at a minimum.

## Article XI

### **FEDERATION ADVISORY BOARD MEMBERSHIP**

#### Section 1. Representation

In accordance with membership in the Broad Valley Federation of Libraries, one (1) member of the Board of Trustees will be elected to represent the Dillon City Library on the Federation Advisory Board. Election of this representative for a term of one (1) year will occur at the regularly scheduled meeting in July of each year.

#### Section 2. Duties of Representative

The representative to the Federation Advisory Board will attend all meeting of said board. If a conflict arises, the Board will designate a proxy from among themselves.

The representative will present a report of a Federation Advisory Board meeting to the Board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes.

ARTICLE XII

**PARLIAMENTARY RULES**

Except as otherwise specifically provided in these by-laws, all questions of order or procedure with respect to any meeting or action of the Dillon Public Library Board of Trustees or any committee appointed hereunder shall be determined in accordance with Robert's Rules of Order, Newly Revised, and as revised from time to time.

Approved and adopted by the Board of Trustees of the Dillon Public Library on the:

\_\_\_\_\_ Date

Chairperson: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_



Appendix I

Board of Trustees Terms

|            | 2015                                     | 2016                        | 2017                   | 2018          | 2019       | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|------------|--|-----------------------------|------------------------|---------------|------------|------|------|------|------|------|------|------|
| T1/Council | John Garry                               |                             | John Garry/Cliff Stout |               |            |      |      |      |      |      |      |      |
| T2         | Carol Martin                             |                             |                        | Alyce Wassall |            |      |      |      |      |      |      |      |
| T3         | Leanne Jenne/Christie Weldon             |                             |                        |               | John Garry |      |      |      |      |      |      |      |
| T4         | Rob Harrison/Mike Mosolf/Ashley Dietrich |                             |                        |               |            |      |      |      |      |      |      |      |
| T5         | Mhoon                                    | Claire Marlowe/Susan Briggs |                        |               |            |      |      |      |      |      |      |      |

5 Year Terms

**2 Terms Maximum per Person**