

# BYLAWS OF THE EDITH B. SIEGRIST VERMILLION PUBLIC LIBRARY BOARD OF TRUSTEES

## Article I – Name and Authorization

This organization shall be called “The Board of Trustees of the Edith B. Siegrist Vermillion Public Library,” existing by virtue of the provisions of Chapter 14-2 of the South Dakota Codified Laws, and exercising the power and authority and assuming the responsibilities delegated to it under the said statute.

## Article II - Meetings

The Library Board shall meet on the third Thursday of each month at 7:00pm at the Library, unless otherwise specified.

An annual meeting shall be held at the time of the regular monthly meeting for the month of May.

Special meetings may be called by the President or upon written request of three members of the Library Board for the transaction of business stated in the call for the meeting.

An agenda for each regular meeting of the Boards of Trustees shall be prepared by the Library Director preceding such meeting and be provided to the Trustees, along with the previous minutes and a copy of the monthly expenditures.

An executive session may be called for by a motion, second and vote for the purpose of discussing personnel matters, contract negotiations, litigation and other matters allowable under state statutes.

## Article III – Officers and duties

Board officers shall be as follows: President, Vice-President and Secretary. The Library Director 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 starting at the May meeting, and may be re-elected in subsequent years.

The President of the Board or his or her designee shall preside at all meetings, certify all actions approved by the Board, and authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the President, the Vice-President shall perform all duties authorized for the President.

Vacancies in office shall be filled at the next regular board meeting after the vacancy occurs. If an officer is unable to fulfill his/her term, the board shall vote upon another board member to finish the term.

The Board Secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all regular meetings and, on the authorization of the President, of all special meetings, and have custody of the minutes and the other records of the Board.

If the Library Board shall have direct charge of any funds, the Library Director shall have charge of such library funds, shall sign checks on the accounts on the Board’s authorization and report at each meeting on the state of the funds.

When any Trustee fails to attend at least two consecutive meetings of the board without explanation, the Board can advise the governing body and ask the appointing authority to declare the position vacant and seek to fill the position.

#### **Article IV – Committees**

Special committees for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed.

#### **Article V – Quorum**

A quorum for the transaction of business shall be a simple majority of the Board members. A member shall be deemed present at a meeting, if, upon taking of the roll, they appear in person or participate in the meeting telephonically or by other electronic means approved by the board. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.

#### **Article VI –Library Board and duties**

In accordance with Section 14-2-35 of the South Dakota Codified Laws the governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

The Library Board shall appoint a library director; it shall adopt policies for the selection of public library services and materials, the governance of the library, and the use of public services and materials.

Any Board member who has any interest of a personal nature in a matter before the Board shall not vote thereon and if deemed necessary by the Board shall remove him/herself from any meeting or hearing at which said matter is under consideration.

No Board member shall serve more than three (3) consecutive (3) year terms on the Board. Any reappointment after serving three (3) consecutive three (3) year terms shall be deferred until after the community member has taken at least a one-year hiatus from the Board.

#### **Article VII – Library Director**

The Library Director is the Board's executive office and shall have sole charge of administering the library under the Board's direction and review, as provided by South Dakota Codified Laws chapter 14-2. The Library Director shall be responsible for employing and directing the staff, 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 Library Director 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 Library Director shall perform the duties of the Secretary of the Library Board, and shall attend all board meetings except when his or her employment or salary is to be discussed.

## **Article VIII – Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items so far as circumstances permit:

Roll Call

Approval of previous meeting's minutes

Correspondence and communications

Report of the Library Director

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 of the members present at any regular meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was provided to the members at least one week before the meeting.

## **Article X – Historical Reference**

The Board of Trustees of the Vermillion Public library recognizes the minutes of the Vermillion Library Association dated February 10, 1902 as the historical reference the these bylaws.

Adopted August 18, 1987

Revised November 17<sup>th</sup>. 2016