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Deubrook Area Community Library Bylaws

Article I Name and Authorization

This organization shall be called the "Board of Trustees of the Deubrook Area Community 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 Meetings

The Library Board shall meet every other month, in the library, at a date and time to be determined.

An annual meeting shall be held in January at the regularly scheduled meeting and consist of Election of officers and the signing of the contract for the Community Librarian.

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

Article III Board of Trustees

Section 1. The board shall consist of nine members. Each must live in the library's service area or the school district.

Section 2. Selection

One trustee shall be a member of the school board. One trustee shall be a member of the White City Council, and one trustee shall be a member of the Toronto City Council. The school board representative and the city council representatives shall each serve a one year term.

Section 3. The school board shall appoint three additional library trustees to each serve three year terms, which may be unlimited and consecutive. The White City Council shall appoint two additional library trustees, and the Toronto City Council shall appoint one additional library trustees, to each serve three year terms, which may be unlimited and consecutive.

Section 4. Length of Terms

Six trustees for three year terms.

Three trustees for one year terms. (These are the school board and city council members.)

Section 5. Trustees may serve unlimited consecutive terms.

Section 6. Absences

The board of trustees may consider a trustee's resignation upon three consecutive absences.

Article IV Officers

Board officers shall be as follows: President, Vice President, Secretary, and Treasurer. The community librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees at the annual meeting of the board. Each officer shall serve a term of one year in such office and may be re-elected in subsequent years.

The president 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 president, the vice president shall perform all duties authorized for the president.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices 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.

The library board shall have direct charge of any funds. A treasurer shall be elected in the same manner as the president and vice president. The treasurer 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.

Article V Committees

Special committees may be appointed by the president to serve until they have completed the work for which they were appointed.

Article VI Quorum

A quorum is required for the transaction of business.

If a member cannot be present for a meeting, he/she may request another member to carry a proxy for him/her, and inform the presiding officer or secretary of such. Any member of the board may only carry a proxy for one other member at any given meeting.

Any motion to come before the meeting of the board of trustees must have a majority vote of the trustees present to be approved.

Article VII Parliamentary Procedure

Conduct of meetings shall be held according to Roberts Rules of Order, revised.

Article VIII Order of Business

The order of business at the regular meetings shall be as follows:

Roll Call

Approval of previous meeting's minutes

Correspondence and Communications

Report of Deubrook School Media Specialist/School Librarian

Financial report and approval of expenditures

Reports of Committees

Unfinished Business

New Business

Adjournment

Article IX Librarian

The community librarian, as the board's executive officer, shall have sole charge of administering the library under the board's direction and review. The school librarian and community librarian shall be responsible for directing the staff, for selecting library materials, for the care of the building 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 budgets. The Community Librarian and the school librarian, in consultation with the book committee, shall select library materials. The community librarian shall perform the duties of secretary of the library board, and shall attend all board meetings, except when her/his employment or salary is to be discussed.

Article X Community Citizens

Section 1. Any person wishing to come before the library board shall notify a member of the Library Board of Trustees before the meeting to request a place on the agenda.

Section 2. Those who speak and how long they speak are at the discretion of the presiding officer of the board.

Section 3. Numbers of people attending the meeting are limited to available space.

Article XI 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 distributed to the members at least one week before the meeting.

IN WITNESS WHEREOF, the parties hereto, acting under the authority of their respective governing bodies, have caused this contract to be duly executed in duplicate and acknowledge receipt of an executed original thereof.

CITY OF WHITE

DEUBROOK AREA SCHOOL DISTRICT
BROOKINGS COUNTY
SOUTH DAKOTA

BY:

BY:

Sheryl Brown
City Finance Officer

Kristine Andrews,
Business Manager