

## **BOARD OF TRUSTEE BYLAWS**

### **BROOKINGS PUBLIC LIBRARY**

#### **MISSION STATEMENT**

The Brookings Public Library (BPL) will provide materials and information contributing to the education, recreation and quality of life for the community.

The BPL offers the same quality of service to everyone regardless of race, color, creed, national origin, educational background, disability, age, sex, sexual orientation, gender identity or any other criterion.

#### **ARTICLE I - Name**

This organization shall be called "The Board of Trustees of the Brookings Public Library" existing by virtue of the provisions of Chapter 14-2 of the South Dakota Codified Laws, 1975 revision and 1977 supplement, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### **ARTICLE II – Appointment of Trustees**

Section 2.03 of the Brookings City Charter requires that the Mayor shall appoint with the advice and consent of the City Council the members of citizen advisory boards, committees and commissions including the BPL Board of Trustees.<sup>1</sup> The City Clerk will post the call for BPL Board of Trustee applications and contact incumbents whose terms are expiring and inquire if they wish to be considered for reappointment. Normally only those who have filed applications will be considered for appointment. Trustees are encouraged to suggest that potential Board members apply. A book of filed applications is maintained by the City Clerk and will be available for review by the public. Formal City Council action on all appointments is required. Upon appointment, new Trustees are sent a letter of congratulations and a certificate of appointment. Applicants who are not appointed will be advised in writing.

#### **ARTICLE III - Officers**

Section 1. The officers shall be a Chairperson and a Vice-Chairperson, elected from among the appointed Trustees at the annual meeting of the Board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board to fill unexpired terms. Officers may serve for not more than two successive terms in the same position.

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<sup>1</sup> Mayoral Volunteer Appointment Process (effective 01/01/03), City of Brookings Directory; Elected Officials Appointed Boards, Committees & Commissions. p. 60 Updated 05/18/2018, Mayoral Volunteer Appointment Process (effective 01/01/03). <http://www.cityofbrookings.org/DocumentCenter/Home/View/262> Accessed July 31, 2018.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board, and generally perform all duties associated with that office.

Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise the Chairperson's functions.

#### ARTICLE IV – Trustee Expectations and Responsibilities

Section 1. It is the policy of the City of Brookings and the BPL to uphold, promote and demand the highest standards of ethics from all its appointed officials. Trustees shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their position for improper personal gain. In order to maintain and enhance public trust and confidence in the Library, to achieve equity and social justice, to affirm human dignity, and to better the quality of life for residents of Brookings, the members of the boards and committees and dedicate themselves to the stewardship of the public trust. To ensure this, Trustees agree to adhere to the City of Brookings Code of Volunteer Ethics<sup>2</sup> as a condition of their appointment.

Section 2. Each Trustee shall make a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity to ensure that library provides the best possible service to the community.

##### Expectations. A Trustee:

- a) is collegial;
- b) has a current library card;
- c) represents the diversity of the community with respect to interests, age, and socioeconomic levels;
- d) is familiar with library trends and standards;
- e) participates in Board meetings and serve on Board subcommittees as requested;
- f) participate in continuing education activities;
- g) will protect the confidentiality of library records;
- h) avoids conflicts of interest;
- i) will comply with the legal authority, state statutes, and local ordinances and board regulations under which the library operates.

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<sup>2</sup> City of Brookings Volunteer Code of Ethics, City of Brookings Governance and Ends Policies – Appendix B, Updated 1/17, <http://www.cityofbrookings.org/DocumentCenter/Home/View/263>. Accessed July 31, 2018.

Responsibilities. Trustees will

- a) establish goals and objectives for the library in a written long-range plan that should be revised annually;
- b) determine and adopt written policies to govern the programs, operations, and use of the library;
- c) assist in the preparation of the annual library budget;
- d) approve library expenditures;
- e) advocate for improved library service and resources;
- f) consider citizen or staff complaints or suggestions in regard to adopted policies;
- g) ensure the preparation of annual reports and statistics to the city and state library.

ARTICLE V - Meetings

Section 1. The library Trustees shall meet at least once during each quarter of the year, the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in sequence shown so far as circumstances will permit:

- a) Roll call of members
- b) Reading and approval of minutes
- c) Approval of bills
- d) Report of librarian
- e) Financial report of the library
- f) Reports of Committees
- g) Communications
- h) Unfinished business
- i) New business
- j) Public presentation to, or discussion with the board
- k) Adjournment

Section 4. Special meetings may be called by the Chairperson or at the request of three Trustees for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 6. Conduct of meetings: Robert's Rules of Order, online edition, shall govern

proceedings of all meetings.

#### ARTICLE VI - Library Director and Staff

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall appoint and specify the duties of other employees with the consent of the city manager.

The Library Director shall prepare and submit any and all reports requested by the board or required by laws; shall issue notices of all regular meetings, and on the authorization of the Chairperson, of all special meetings, shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the library; shall, together with the Chairperson, certify all bills approved by the board; shall notify the mayor of any vacancies on the board. The Library Director or their designee shall attend all board meetings, serving as secretary. At the Board's discretion, he/she may attend those at which the librarian's appointment, salary, or performance is to be discussed or decided.

#### ARTICLE VII - Committees

Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharged upon the completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE VIII - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the board. The Chairperson may vote upon and may move or second a proposal before the board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been distributed to all members at least ten days prior to the meeting at which such action is purposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present shall so approve.