

REDFIELD CARNEGIE LIBRARY BOARD OF TRUSTEES BYLAWS

Section I: Name and Authorization

This organization shall be called "The Board of Trustees of the Redfield Carnegie 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.

Section II: Meetings

The library board shall meet on the last Monday of the month at 5:30pm at the Redfield Carnegie Library, except for May and December when there shall be no meeting. Special meetings may be called by the president or upon the written request of three members for the transaction of business stated in the call for the meeting.

Section III: Officers

Board officers shall be as follows: president and secretary. The librarian shall serve as secretary of the board when the secretary is absent. All officers shall be elected from among the trustees by ballot annually. 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.

If the library board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the 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.

Section 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.

Section V: Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

Section VI: Librarian

The librarian is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The librarian 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 librarian shall attend all board meetings except when her or his employment or salary is to be discussed.

Section VII: Order of Business

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

- Roll call
- Approval of previous meetings' minutes
- Old Business
- New Business
- Public Comment (if needed)
- Executive Session (if needed)
- Adjournment

Section VIII: Amendments

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was mailed to the members at least one week before the meeting.

Section IX: Limitations on Board Members

All board members shall serve three-year terms, but are eligible for re-election without limitation. Board members will be made aware of the bylaws upon acceptance of their position.

When any trustee fails to attend three consecutive meetings of the board the president shall notify the appointing authority, request the disqualification of the trustee, and suggest two to

four persons qualified to fill the position. The president will notify the trustee after missing two consecutive meetings of this attendance policy.