

Dell Rapids Carnegie Public Library Bylaws

Article I – Name and Authorization

This organization shall be called “The Board of Trustees of the Carnegie Public 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 at least once during each quarter of the year.

An annual meeting shall be held at the time of the regular monthly meeting for the month of May to elect new officers and the month of July or August to propose and approve a budget for the next year.

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. The public will be notified about such a meeting twenty-four hours in advance via a notice at Dell Rapids City Hall and the City of Dell Rapids website. Such a meeting will be known as an open meeting.

An executive session may be called by the president or upon the request of two members for personnel matters as defined in SDCL 1-25-2. SDCL 1-25-2 states: Public notification is not necessary, and such a session will not be open to the public. Business, personnel, or other issues requiring the attention of the board will be discussed at such sessions, only personnel issues may be decided upon in such a session. At the conclusion of an executive session that has not occurred during a regular open meeting time period, the board shall not reconvene before the passage of twenty-four hours, and the public notified of an open meeting. In the new open meeting, the public will be informed of the topic discussed in the executive session and the board may make any decisions on the topic(s) discussed in the executive session.

Article III – Members and Officers

The board shall be made up of five voting members of the City of Dell Rapids, one appointed member from the governing body, and up to one additional non-voting member from outside of the city. The non-voting, rural board member is an advisory position only and shall not vote or be counted toward quorum. The rural board member shall have an active library membership in which rural dues are paid annually and kept current and shall live within a 20-mile radius of the city of Dell Rapids.

Board officers shall be as follows: president, vice president, treasurer, and secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees via a motion and vote of the board during 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. The president of the board shall act as the official voice and leader of the board, ensuring the board speaks with one voice, and shall act as a liaison between the library and the community.

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 or vice-president. The treasurer shall sign vouchers authorizing the city finance officer to debit the library budget.

Article IV – Duties and Powers of Trustees

In accordance with South Dakota Codified Law the library board shall appoint a librarian to serve at the pleasure of the board, adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials. The library board shall prepare and submit an annual budget request to its governing body, adopt a final annual budget, and prepare and submit an annual report to its governing body and to the South Dakota State Library.

Article V – Committees

Committees may be developed by the Library Board of Trustees when the board determines there is a need. The chairperson will appoint library board members to the committee(s). The committee shall study and investigate issues in their respective areas and make monthly reports to the board. Library board member(s) shall serve on the committee until the committee goals for which they were appointed have been met.

Meeting times for the committee may vary according to the members' schedule. A board representative on the committee will report findings and updates at the next scheduled library board meeting following the committee meeting.

Each committee shall have a committee chair. This chairperson shall be appointed by the Library board.

Article VI – Quorum

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

Article VII – Library

The Dell Rapids Carnegie Public Library will follow the Personnel Manual for the City of Dell Rapids, South Dakota. All personnel policies will adhere to any county, state, and federal laws. In accordance with South Dakota Codified Law, the board maintains governance of the library.

Article VIII – Librarian

In accordance with South Dakota Codified Law, the librarian is the library 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 publish and enforce the policies of the library board and execute all contracts and agreements approved by the library board. The librarian shall keep exact accounts of all money received or expended and shall report on such receipts and expenditures at each regular meeting of the board. The librarian shall perform the duties of secretary of the library board and shall attend all board meetings except when her or his employment or salary is to be discussed.

In order to respond quickly to unforeseen situations, the librarian shall have the authority to temporarily change or modify any policy or procedure, including the hours of operation. The librarian shall notify the board of any modification as soon as it is possible for them to do so. In cases where the library hours of operation are temporarily modified, the librarian shall also notify the City Administrator.

Article IX – Order of Business

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

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Visitors to be Heard
5. Finance Report
6. Old Business
7. New Business
8. Library Director Report
9. Other Reports and Updates
10. Executive Session (if applicable)
11. Adjournment

Article X – 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 provided to the members at least one week before the meeting.

Article XI – Limitations on Board Members

The term of office of trustees shall be three years. No board member shall serve more than three consecutive terms. After being off the board for one year, said member may submit a letter of intent to reapply for a vacant board seat.

Upon the conclusion of a board member's term, the board member may be re-appointed by the governing body (Dell Rapids City Council) provided he or she has submitted a letter of intent to the Library board of directors to be forwarded on to the governing body. The

Library board will then forward its recommendation of whom to fill the position along with all letters of intent from the public.

Should any trustee fail to attend three consecutive meetings of the board, the president shall call for an executive session to discuss said board member. If it is determined that said board member still has legitimacy, no action is required. If it is determined that said board member has not maintained legitimacy, the president shall reconvene the meeting, notify the governing body, request the disqualification of the trustee, notify the trustee, and make a recommendation to the governing body for a replacement.

Article XII – Issues and Requests by the Public

It is the policy of this board that upon a request or statement by a citizen on an issue, the board will not respond until it has had time to discuss the request or issue and come to a consensus. Said request or issue will be put on the agenda for the next open meeting where the board will have a response or answer.