

# **Harlowton Public Library**

## **Bylaws**

### **Article I. Board of Trustees**

#### **Section 1. Appointment**

The Harlowton Public Library Trustees shall consist of five members to be appointed by the Harlowton City Council upon recommendation of the mayor with approval by the city council.

#### **Section 2. Number of Trustees**

The Board shall consist of five (5) trustees, one of which will be a Harlowton City Council member.

#### **Section 3. Tenure**

Trustees shall hold office for five (5) years from the date of appointment or until their successors are appointed. Annually, before the first date of January each year, a trustee shall be appointed to take the place of the retiring trustee. Vacancies in the Board of Trustees shall be filled for the unexpired term in the same manner as original appointments. Trustees shall serve only 2 consecutive 5 year terms.

### **Article II. Officers**

#### **Section 1. Officers**

The elected officers of the Board shall be a chairperson and vice-chairperson. The accounting and journaling duties of the Library Board will be performed by the Librarian/Director. The accounting and journaling duties include, but are not limited to creating monthly financial reports and meeting minutes.

#### **Section 2. Election and Term of Office**

The elected officers of the Board shall be elected annually by the Board at its regular meeting held in the month of July of each year or as soon as convenient. The term of officers for all elected officers shall be one (1) year.

### **Section 3. Removal**

Any officers elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Library would be thus served.

### **Section 4. Vacancies**

A vacancy in any elected office may be filled by the Board for the unexpired portion of the vacant member's term.

### **Section 5. Duties of the Chairperson**

The Chairperson shall preside at all meetings, shall appoint all standing and special committees, and shall perform all duties as may be prescribed by the Board from time to time. The Chairperson shall be ex-officio member of all committees.

### **Section 6. Duties of the Vice-Chairperson**

In the absence of the Chairperson or in the event of the inability or refusal of the Chairperson to act, the Vice-chairperson shall perform all duties of the Chairperson, and when so acting, shall have the powers of and be restricted to all restrictions upon the Chairperson. In the absence of both the Chairperson and the Vice-chairperson, a Board member designated by the Board shall exercise the Chairperson's functions.

## **Article III. Meetings**

### **Section 1. Regular Meetings**

The Board shall hold meetings the Third Tuesday of the month.

### **Section 2. Special Meetings**

Special meetings of the Board may be called by the Chairperson or upon request of two Board members. All members of the board need to be notified 48 hours prior to any special meetings called.

### **Section 3. Quorum**

The presence of a majority of the Board (3) shall constitute a quorum for the transaction of business. If only three members are present, including the Chairperson, the Chairperson shall have a vote.

## **Section 4. Manner of Acting**

The vote of a majority of the Trustees is necessary for the adoption of any matter unless a greater proportion is required by law or by these by-laws.

## **Section 5. Finances**

The Board shall approve bills for the library expenses and shall prepare an annual budget for presentation to the Harlowton City Council for the following fiscal year. The fiscal year is defined as July 1 to June 30. Regular bills(i.e. monthly bills including credit card bills, etc.) may be paid by the Librarian. Expenditures of \$100 or less may be incurred and paid by the Librarian. Bills of \$100 or more or bills out of the ordinary should come before the board.

## **Section 6. Annual Report**

The Board and the Director/Librarian shall prepare an annual report of the Library for the City council upon request.

## **Section 7. Parliamentary Rules**

The usual parliamentary rules shall govern the proceedings of the Board, and upon the demand of one member of the Board, any vote on any proposition shall be taken by yeas and nays and these results shall be recorded.

## **Article IV. Policies**

### **Section 1. Establishment of Library Policies**

In consultation with the recommendations made by the Director/Librarian, the Board shall establish policies for the acceptance of gifts, the acquisition of materials by local authors and artists, the restrictions of materials to the public, and other policies as may be necessary for the effective use and management of the library.

## **Article V. Chief Librarian**

### **Section 1. Appointment of the Chief Librarian**

The Board shall recommend the appointment and compensation of the Director/Librarian to the City Council.

### **Section 2. Duties of the Director/Librarian**

The Director/Librarian shall perform the following duties and responsibilities:

1. Execute and administer Library policy
2. Be responsible for the direction and supervision of the library.
3. Report to the Board on the condition of the Library
4. Assume the tasks of the Secretary: shall keep a true and accurate account of all proceedings of the Board meetings and shall issue notices of all regular meetings and other records of the Board.
5. Assume the tasks of the Treasurer: shall keep a record of all accounts, have charge of fines and other money collected, and pay all bills incurred and approved by the Board and the Director/Librarian of the Library.
6. Make recommendations to the Board of such policies and procedures which will improve the efficiency of the Library.
7. Make recommendations to the Board as to the employment of discharge of persons necessary in the administration of the Library.
8. Provide information and assistance with grant writing.

**Section 3. Duties of the Assistant Librarian**

1. May be given such duties as deemed necessary by the Director/Librarian and the Board including, but not limited to the Librarian's duties.
2. The Assistant Librarian may serve as the acting Director/Librarian if for some reason the Director/Librarian cannot perform the appropriate duties.

**Section 4. Personnel Policy and Safety Plan**

The Personnel read and accept both the City of Harlowton Personnel Policy Handbook and the City of Harlowton Safety Plan.  
The Library Board will consult with the City, Human Resource regarding any issues with library employees.

**Article VI. Amendments**

**Section 1. Procedure**

The Bylaws may be altered, amended, or repealed and the new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at a special meeting if at least 30 days notice is given to each Trustee of the intention to alter, amend, or adopt new Bylaws at such meetings.

**Section 2. Representation of South Central Federation of Libraries**

In accordance with membership in the South Central Federation of Libraries (SCFL), one (1) member of the Board of Trustees will be selected to represent the Harlowton Public Library on the Federation Advisory Board.

**Section 3. Duties of SCFL Representative**

The Representative shall present a report of any Federation Advisory Board Meeting to the Board at the next regularly scheduled meeting. The report shall be recorded as an official part of the minutes and be attached to the minutes.

In Witness Whereof, we, the undersigned Trustees of the Harlowton Public Library Board, have enacted the foregoing Bylaws and do hereby authenticate the same by our respective signatures at a meeting.

held on the \_\_\_\_\_ day of \_\_\_\_\_ 2022

Chairperson \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

