

BY-LAWS OF THE DARBY COMMUNITY PUBLIC LIBRARY

Article 1. PURPOSE

The Board of Trustees of the Darby Community Public Library exists by virtue of the provision of MCA 7-11-1101 to MCA -11-1112 and MCA 22-1-103 to MCA 22-1-317 which allows for the board's existence and exercises the authority and assumes the responsibility to it by MCA 22-1-309.

Article 2. OFFICERS

Section 1. The officers shall be chairperson and vice-chairperson elected annually at the July meeting of the Board.

Section 2. Officers shall serve terms of one year from the meeting at which they are elected and may serve more than one term.

Section 3. The chairperson shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, and perform all other duties associated with that office.

Section 4. The vice-chairperson, in the event of the absence of the chairperson, shall assume and perform the duties and functions of the chairperson.

Section 5. The secretary shall be the Library Director, or designee, and shall keep a true and accurate record of all proceedings of the board meetings.

Section 6. Vacancies occurring in any office shall be filled as soon as possible by the Board of Trustees.

Section 7. The chairperson or a designee will represent the Board in business before the Darby Town Council, the County Commissioners or other organizations.

Article 3. BOARD OF TRUSTEES

- Section 1. The governing body of the Darby Community Public Library is composed of five members. The operation of the library shall be governed by such Board of Trustees who shall be appointed and hold office in the manner and for the following terms described: the City Council shall appoint two members, both of whom must be residents of the District, one of whom must be a city resident, one of whom shall serve a term of one year, and the other shall serve a term of four years; Board of County Commissioners shall appoint two residents of the District, one of whom shall serve a term of two years and one of whom shall serve a term of three years; the Board of County Commissioners and the City Council shall jointly appoint the fifth member who shall serve a term of five years; thereafter, each person appointed shall serve a term of five years and vacancies on the Board shall be filled by appointment by the City Council or the Board of County Commissioners or both, depending upon which of those bodies appointed the original trustee for that particular term.
- Section 2. The term of office for a trustee position shall coincide with the fiscal year of the Darby Community Public Library ending on June 30th. Trustees shall serve no more than two full terms in succession.
- Section 3. Vacancies on the Board of Trustees for unexpired terms shall be filled as soon as possible in the manner in which members of the Board are regularly chosen. A trustee shall not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds. A trustee may be removed only by vote of the City Council or the Board of County Commissioners or both, depending upon which of those bodies appointed that trustee.
- Section 4. The Board of Trustees shall have the powers and duties set forth in MCA 22-1-309, or its successor provision, which by this reference is incorporated herein. The Board of Trustees shall select one of its members as chairperson, and one as vice-chairperson for one year terms.
- Section 5. If a trustee becomes disabled or incapacitated, the chairperson shall be notified. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend three consecutive meetings of the board without legitimate reason the board shall declare his/her position vacant. It shall be the duty of the chairperson to notify the Mayor or County Commissioners, depending on that trustee's method of appointment as described in Section 1 above, of the vacancy.
- Section 6. The Town of Darby shall have custody of the funds of the Library. The Ravalli County Treasurer shall transfer to the Town the monies for the Darby Community Public Library.

Revised: 02/12/2014

Up to 2 5 year terms in succession per
MT State Lib Law

Article 4. COMMITTEES

Section 1. The chairperson may appoint special committees that may include persons from the community for the study and investigation of special projects. Such committees to serve until the completion of the work for which they were appointed.

Committees that include more than two trustees must post notice of their meeting agenda at least two days prior to the meeting.

Article 5. MEETINGS

Section 1. Regular meetings shall be held a minimum of once monthly, the date, the hour and the location to be set by the Board.

Section 2. The meeting designated for the purpose of the election of Officers shall be held at the time of the regular meeting in July of each year.

Section 3. A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items:

- (1) Call to Order
- (2) Disposition of minutes of previous meeting
- (3) Financial report; action on financial obligations
- (4) Reports of Committees
- (5) Report of Library Director
- (6) Communications
- (7) Unfinished business
- (8) New business
- (9) Public discussion with the Board
- (10) Adjournment

Article 6. LIBRARY DIRECTOR

Section 1. When a vacancy exists for a Library Director, the Board shall institute a search for a replacement. The Library Director shall be responsible for the care of the building, books and equipment, direction of staff and for the library's efficiency and service to the public. The Library Director is responsible for the operation of the library under the financial conditions set forth in the annual budget.

Article 7. AMMENDMENTS

Section 1. These by-laws may be amended at any regular meeting of the Board providing that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting.

Article 8. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be parliamentary authority on all matters not covered by the by-laws of the Board.

Approved and adopted: February 12, 2014

Forest Hayes, Chairperson
Darby Community Public Library
Board of Trustees