

Menno Community/School Library By-laws

Article I Name and Authorization

This organization shall be called the “Board of Trustees of the Menno Community/School 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 responsibilities delegated to it under the said statute.

Article II Meetings

The Library Board shall meet on the 4th Wednesday of every third month at 7 PM at the library.

An annual meeting shall be held at the time of the regular monthly meeting for the month of January.

Special meetings may be called by the president or upon written request of the three members for the transaction of business stated in the call for the meeting.

Article Board of Trustees

Section 1. The board shall consist of six members.

Section 2. Selection

One trustee shall be a member of the school board.

One trustee shall be a member of the city council.

Section 3. Length of terms

The school board and city council representatives shall each serve a one year term.

Four at large members shall serve 3 year terms.

Article IV Officers

Board officers shall be as follows: president, vice-president, and secretary. 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 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.

Article V 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.

Article VI Quorum

A quorum is a majority of the members present for the transaction of business.

Any motion to come before a meeting of the board of trustees must have a majority vote of the trustees present to be approved.

Article VII Parliamentary Procedure

Conduct of meetings shall be held according to Robert's Rules of Order revised.

Article VIII Order of Business

The order of business at the regular meetings shall be as follows: roll call, approval of previous meeting's minutes, correspondence and communications, report of librarians, financial report and approval of expenditures, reports of committees, unfinished business, new business, adjournment.

Article IX Librarian

The city librarian is the board's executive officer and shall have sole charge of administering the library under the board's direction and review in cooperation with the school librarian. The city librarian shall be responsible for selecting adult materials in accordance with the board's selection policies, for the care of the buildings and equipment during his/her working hours, for the efficiency of the library's service to the public, and operating the library under the financial conditions set forth in the city's annual budget. The city librarian shall attend all board meetings except when his/her employment or salary is to be discussed. The librarians shall cooperate with each other in all aspects of the job.

Article X Community Citizens

Section 1. Any person wishing to come before the Library Board shall notify a member of the Library Board of Trustees before the meeting.

Section 2. Those who speak and how long they speak are at the discretion of the presiding officer of the board.

Section 3. Numbers of persons attending the meeting are limited to available space.

Article XI Amendments

These by-laws 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.