

BYLAWS
for the
East Bonner County Free Library District
Bonner County, Idaho

ARTICLE I – NAME & GOVERNING AUTHORITY

- Section 1 The library district shall be known as the East Bonner County Free Library District.
- Section 2 All business of the board shall be conducted in accordance with the laws governing library districts as set forth in Idaho Code, Title 33, Chapters 26 and 27, and all other pertinent titles and chapters.

ARTICLE II – MEETINGS

- Section 1 The date and time of regular monthly meetings of the Board of Trustees of the East Bonner County Free Library District shall be set annually at the June meeting. Meetings shall be held at district headquarters or at such place as the board may designate.
- Section 2 Special meetings may be called as the board determines. Written notice stating the time and place of the meeting shall be given to each member of the board at least two days in advance of such meeting, except under certain circumstances as listed in Idaho Code, Section 74-202.
- Section 3 The library director, or his/her designee, shall post notice of board meetings at least two days before such meetings at each branch library and at the county courthouse. He or she shall also deliver notice of such meetings to local newspapers, and other media, at least two days before the meeting.

ARTICLE III – MEMBERSHIP

- Section 1 Members of the board shall be the five trustees of the East Bonner County Free Library District elected by the qualified electors of the district, or appointed by the board to fill temporary vacancies in accordance with Idaho Code, Section 33-2716.
- Section 2 No part of the net earnings of this corporation shall ever inure to or for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporations shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

Section 3 Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501©(3) of the Internal Revenue Code of 1954.

ARTICLE IV - OFFICERS

Section 1 At the June meeting, there shall be elected a chairperson, vice-chairperson and treasurer.

Section 2

- A. The chairperson shall preside at all board meetings, appoint all committees with approval of the board, maintain a file of any confidential material pertaining to the library director, and generally perform duties of a presiding officer.
- B. In the absence of the chairperson, the vice-chairperson shall serve as temporary chairperson.
- C. The treasurer shall be bonded by the library district in accordance with provision of Idaho Code, Section 33-2722. The treasurer will be responsible for the collection and disbursement of all district money.

ARTICLE V – COMMITTEES

Section 1 Special committees for the study and investigation of special problems may be appointed by the chairperson, with the approval of the board, to serve until the completion of the work for which they were appointed.

Section 2 Standing committees shall also be appointed by the chairperson at the regular June meeting, with the approval of the board, to serve to keep the board advised on such matters as extended services, facilities, finance, long-range planning, marketing personnel, technology and other area relating to the library.

Section 3 Each committee shall appoint its own chairperson, who shall be responsible for the administration of the committee and the preparation of the annual report, and secretary, who shall prepare and distribute accurate minutes of each meeting.

ARTICLE VI – QUORUM

- Section 1 A quorum for the transaction of business shall consist of three members of the board.
- Section 2 In the absence of a quorum, no business shall be conducted.

ARTICLE VII – DUTIES OF LIBRARY DIRECTOR

- Section 1 The library director shall have charge of the administration of the library district and its services, under the direction and review of the board. In general, the director is responsible for the following.
- A. the care of district buildings, grounds equipment and other property
 - B. the direction of the staff
 - C. the operations of the library under the financial conditions set forth in the annual budget
 - D. attending all board meetings
- Section 2 The library director shall also serve as secretary and district clerk, under the direction and review of the board. In general, the secretary/clerk shall have the following duties.
- A. prepare and submit all reports requested by the board or required by law
 - B. issue notices of all board meetings
 - C. sign, and have custody of, the minutes and other records of the board
 - D. act as election clerk
 - E. keep a true and accurate record of all proceedings

ARTICLE VIII – DUTIES OF BOARD

- Section 1 In general terms, the duties of the board are as follows.
- A. appoint the library director
 - B. approve and adopt library policy
 - C. set the annual budget, with the aid of the director
 - D. approve the expenditures of all funds
 - E. elect two board members to be signees on district bank accounts

ARTICLE IX – DUTIES OF INDIVIDUAL TRUSTEES

- Section 1 In general terms, the duties of individual trustees are as follows.
- A. attend all board meetings
 - B. serve on board committees and attend all meetings of committees to which he or she has been assigned
 - C. know the programs and needs of the library, in relation to the community, and keep abreast of standards and library trends
 - D. serve as a liaison between the library and the public, and as an advocate for the library districts and its services

ARTICLE X – ORDER OF BUSINESS

- Section 1 The order of business at regular meetings shall be as follows.
- A. roll call
 - B. public comments and acknowledgments
 - C. approval of minutes
 - D. communications
 - E. report of library director

- F. reports of committees and delegates
- G. treasurer's report of income and expenditures
- H. approval of expenditures
- I. unfinished business
- J. new business
- K. adjournment

Section 2 The chairperson has the discretion to rearrange the order of business with approval of the board.

Section 3 Public comments will be heard under the agenda item "Public Comments and Acknowledgments". The chairperson has the discretion of recognize additional public comments at the any time during the meeting. All public comments may be limited to three minutes.

ARTICLE XI – DISSOLUTION OF LIBRARY DISTRICT

Section 1 Dissolution is governed by Idaho Code, Section 33-2713.

ARTICLE XII – AMENDMENTS

Section 1 Those bylaws may be amended at any regular meeting of the board with a quorum present, by a majority vote of the members present, provided written notice of the proposed amendment is mailed, or otherwise delivered to each trustee, at least three days prior to the meeting at which such an amendment is to be voted upon.

Signed: _____, Trustee
_____, Trustee
_____, Trustee
_____, Trustee
_____, Trustee

Adopted & Revised August 3, 1987
Reaffirmed: August 1, 1988
Revised: January 7, 1991
Revised: January 6, 1992
Revised: October 10, 1993
Revised: April 12, 1999
Revised: May 10, 1999
Reviewed & Amended November 8, 2004
Reaffirmed: June 10, 2013
Revised: June 8, 2015
Reaffirmed: June 13, 2016
Reaffirmed: June 12, 2017
Reaffirmed: June 11, 2018
Reaffirmed: June 10, 2019
Reaffirmed: June 8, 2020
Board of Trustees
East Bonner County Free Library District