

## THE BURKE PUBLIC LIBRARY'S MISSION STATEMENT

The mission of the Burke Public Library is to provide a welcoming environment to enrich the lives of community members and to supply free access to quality information. The Burke Public Library strives to give a place for patrons to discover, create, and share ideas, to promote a love for literacy and life-long learning.

### BY-LAWS

Board of Trustees

The Burke Public Library

#### Article I – Name and Authorization

This organization shall be called "The Board of Trustees of the Burke 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 – Membership

**Section 1. Appointment and Terms of Office.** Under the provisions of SDCL 14-2-35, the Board of Trustees is composed of five members. The governing body may appoint one of its own members to serve as a full voting member to the board.

- a. The Board will submit the name of a new nominee or nominees to the Librarian.
- b. Vacancies occurring prior to the completion of a full term shall be similarly filled for the remainder of the term.
- c. All appointments are for a period of two years commencing from the month/year of when each trustee signed in as a member.
- d. Appointments must be a resident or business owner within city limits and shall represent the city at large without regard for ward lines.
- e. All trustee members of the Board, including the librarian, share in the responsibility for developing a list of nominees.
- f. The president or librarian shall confirm willingness to serve.
- g. New Trustees must be approved by the governing body.

#### Article III – Officers

**Section 1. The Officers of the Board** Officers are a president and vice-president. The librarian shall serve as secretary-treasurer of the Board on a permanent basis during his/her tenure as librarian. All other officers are elected by a majority vote from among the appointed trustees at the annual meeting of the Board in January. Election of an officer occurring at any other time during the year is filled on an interim basis or only until the next annual meeting.

- a. 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 may vote upon and may move or second a proposal before the board.
- b. In the absence of the president, the vice-president shall perform all duties authorized for the president.

**Section 2. Nominations for Officers.** Nominations come from the floor. There is no nominating committee.

**Section 3. The Office of Librarian.** The librarian serves as executive secretary-treasurer. He or she does not vote on issues before the Board but otherwise attends all meetings except the portion of those when his or her appointment, salary, or performance evaluation, is to be discussed or voted on.

#### **Article IV -- Trustees**

**Section 1. Meeting Attendance.** Members shall be expected to attend all meetings except as they present a valid excuse for their absence to the board chairman prior to the meeting that they will not be able to attend. When any trustee fails to attend three consecutive meetings, the Board has the discretion to determine if the trustee is unable to fulfill his term

**Section 2. Obligations and Duties of Board Members.** Under provisions of SDCL 14-2-40, the duties, functions and responsibilities incurred by Board members are many and varied. Included but not limited to:

1. Attend Board meetings
2. Employ a competent and qualified head librarian
3. Establish policies to govern the operation of the library
4. Approve the bylaws of the Board
5. Provide for adequate record keeping
6. Be an active spokesperson throughout the community regarding anything that addresses library programs, needs and concerns.
7. Adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials.
8. Review and approve an annual report to be submitted to the Burke City Council and state librarian

#### **Article V – Librarian**

**Section 1. Obligations and Duties of Librarian.** Under the provisions of SDCL 14-2-42 the following duties specifically relate to the responsibilities held by the librarian as a nonvoting member of the Board. The secretary-treasurer performs such duties as are generally associated with that office, including, but not necessarily limited to the following:

1. Keeping a true and accurate account of all proceedings
2. Keep an accurate account of the financial transactions of the public library, reporting on such expenditures at each regular meeting of the board.
3. Preparing and submitting any and all reports requested by the Board or required by law
4. Issuing notices of all regular meetings, and on authorization of the president, of all special meetings
5. Maintaining custody of minutes and other records of the Board and maintain all financial records.
6. Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board.
7. Publish and enforce the policies of the board.
8. Execute all contracts and agreements approved by the board.

#### **Article VI -- Committees**

**Section 1. Special Committees.** Committees designed 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 VII -- Financial Policies**

**Section 1. Accounts and Expenditures.** The Librarian and the Board of Trustees shall have oversight of all special fund accounts maintained by the library that are outside the scope of the municipal (city) fund. These special fund accounts may include, but are not limited to, revenues from library fines, donations, and other gifts intended to support library operations and programs.

a. All expenditures from special fund accounts shall be subject to review and approval by the Board of Trustees. Following Board approval, the Librarian and the City Finance Officer shall submit such expenditures to the appropriate governing body for final authorization.

b. The City Finance Officer and the Librarian shall jointly prepare and present a monthly financial report detailing the status of all funds—both municipal and special—to ensure transparency and proper stewardship.

## **Article VIII – Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held five times a year. In the library meeting room; the date and hour are to be set by the board at its previous meeting. Meeting times shall be posted on the library's front door. All meetings are open to the public. Executive sessions concerning staffing matters may be called by the president and are closed to the public. Changes in regular meeting times because of unforeseen circumstances or inclement weather as determined by the president are to be posed as indicated above.

**Section 2. Quorum.** A quorum for the transaction of business shall be a simple majority of the voting Board members.

## **Article IX – Order of Business**

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

1. Call to order
2. Approval of previous meeting's minutes
3. Correspondence and communications
4. Financial report
5. Librarian's report
6. Unfinished business
7. New business
8. Adjournment

This board's meetings shall be conducted by following parliamentary procedure as found in Robert's Rules of Order.

## **Article X – Amendments**

### **Section 1. Proposal of Amendments**

Proposed amendments to these bylaws may be adopted at any regular board meeting by a simple majority vote of members present, provided that:

- a. The proposed amendment is included in the meeting agenda
- b. Members receive notification of the proposed amendment at least one week in advance of the meeting.

**Section 2. Board Review Cycle**

These bylaws shall be reviewed every three years at the annual meeting to determine if amendments are needed.

**Section 3. Adoption & Ratification**

Once amendments are approved by the board:

- a. The board shall vote to adopt the amendments
- b. Approved amendments must then be submitted to the governing body for final ratification before they become effective.

_____	_____	_____
President	Date	Term Expiration Date
_____	_____	_____
Vice-President	Date	Term Expiration Date
_____	_____	_____
Trustee	Date	Term Expiration Date
_____	_____	_____
Trustee	Date	Term Expiration Date
_____	_____	_____
Trustee	Date	Term Expiration Date