



Policy Section	1.00
<i>Number</i>	<i>1.01</i>
<i>Effective</i>	<i>02-1996</i>
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Board of Trustees

Pursuant to Title 30, Chapter 26 of Idaho Code, the Board has among its power the authority to establish policies for the governance of the Library unless it pertains to the Director, at which time shall allow a board member to request an executive session for personnel to be placed on the agenda for the next meeting or to call a special meeting.

- The Board will review these policies on an annual basis prior to April of each year.
- The Board may amend these policies at any time.
- The Board shall conduct its business in accordance with By-Laws established by the Board for its own governance.
- The Board may amend its By-Laws at any time.

Note: The Mountain Home City Code, Chapter 3, Title 2 – Library Board also references duties and responsibilities of the Library Board of Trustees.



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Bylaws of the Library Board of Trustees

The Board of Trustees of the Mountain Home Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library services in the city of Mountain Home, Idaho.

Article II – Selection and Appointment

Section 1. Number of Trustees

33-2604. BOARD OF TRUSTEES – APPOINTMENT – TERM OF OFFICE – COMPENSATION.

For the government of such library there shall be a board of five (5) library trustees appointed by the mayor and council pursuant to section 50-210, Idaho Code, from among city residents. If the city government is organized pursuant to sections 50-801 through 50-813, Idaho Code, the city manager and the council shall appoint the board of trustees.

Section 2. Term of Office and Reappointment

Appointment to the board shall be made solely upon consideration of the ability of such appointees to serve the interests of the people, without regard to sex, age, race, nationality, religion, disability, or political affiliation. A member of the city council, a mayor, or an appointed officer of the city shall not be one (1) of the five (5) appointed trustees of the library board, but each year the council shall appoint one (1) of its members to be a liaison to the board, without voting rights.

The initial appointment of trustees shall be for terms of one (1), two (2), three (3), four (4) and five (5) years, respectively.

Subsequent appointments shall be made for five (5) years from the date of appointment, and until their successors are appointed. By accepting appointment to the library board of trustees, members agree to attend a minimum of three-fourths of the regularly scheduled meetings annually. Unless excused, missing three consecutive regular meetings for other than health-related reasons are considered a resignation from the board. A term of office shall be for five years for each member and the term of one Board member shall expire each year on February 28th.

Section 3. Salary

Members of the board shall serve without salary but may receive their actual and necessary budgeted expenses while engaged in authorized business of the library.

History: [33-2604, added 1993, ch. 186, sec. 5, p. 469]

Section 4. Vacancies

BOARD OF TRUSTEES – VACANCIES – REMOVAL. The board shall report all vacancies to the council within five (5) working days. All such appointments shall be made in the



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same manner as appointments are originally made. Appointments to complete an unexpired term shall be for the remainder of the term only.

Any trustee may be removed by the city council by the unanimous vote of all of its members.

All Library Board Trustee vacancies will be announced with applications being accepted for a two-week period, or meeting with the Mayor. Applications will be posted at the Library, City Hall, on the Library Website, City Website, and social media accounts. Applications must be received at City Hall.

Bylaws of the Library Board of Trustees

Article III – Powers and Duties

33-2607. POWERS AND DUTIES OF TRUSTEES. In addition to the powers elsewhere contained in this chapter and notwithstanding the provisions of Title 50, Idaho Code, the board of trustees of each city library shall have the following powers and duties:

1. To establish bylaws for its own governance;
2. To establish policies and rules of use for the governance of the library or libraries under its control; to exclude from the use of the library any and all persons who violate such rules;
3. To establish, locate, maintain and have custody of libraries to serve to city, and to provide suitable rooms, structures, facilities, furniture, apparatus and appliances necessary for library service;
4. With the approval of the city:
 - a. To acquire real property by purchase, gift devise, lease or otherwise;
 - b. To own and hold real and personal property and to construct buildings for the use and purposes of the library;
 - c. To sell, exchange or otherwise dispose of real or personal property when no longer required by the library; and
 - d. To insure the real and personal property of the library;
5. To prepare and adopt a budget for review and approval by the city council;
6. To control the expenditures of money budgeted for the library;
7. To accept or decline gifts of money or personal property, in accordance with library policy, and under such terms as may be a condition of the gift;
8. To hire, supervise and evaluate the library director;
9. To establish policies for the purchase and distribution of library materials;
10. To attend all meetings of the board of trustees;
11. To maintain legal records of all board business;
12. To exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the library

Section 1. Policies

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

Section 2. Budget

ANNUAL APPROPRIATIONS – CONTROL OF EXPENDITURES. The board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indicating what support and maintenance of the library will be required for review and approval by the city council for the ensuing year.

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All funds for the library shall be in the custody of the city treasurer unless otherwise provided by city ordinance and shall be used only for library purposes. The board shall have control of library expenditures. Money shall be paid for library purposes, only upon properly authenticated vouchers of the board of trustees. The board shall not make expenditures or incur indebtedness in any year in excess of the amount of money appropriated for library purposes. The board may hold a separate checking account to be used to pay petty expenses of the library. This account shall be audited along with other library funds.

DONATIONS. Monetary donations for the benefit of the library shall be budgeted along with other library accounts and shall be used only for library purposes. Money or other funds which are donated or given to the library may be expended by the board of trustees only in accordance with the city budget process.

Section 3. Expenditures

The Library Board of Trustees shall have exclusive control of the expenditures of all moneys collected for the Library Fund.

Section 4. Property

The Library Board of Trustees shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of the Council, lease, occupy, purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise, or otherwise, when not inconsistent with the terms and conditions of the gift, devise, or bequest. The Board shall have the power to make and enforce all rules, regulations, and by-laws necessary to administer, govern, and protect the Library, reading rooms, branches, and all property belonging or loaned to it.

Section 5. Appointments

33-2608. LIBRARY DIRECTOR – DUTIES – OTHER EMPLOYEES. The board of trustees of each city library shall appoint the library director, who shall serve at the pleasure of the board. The library director shall advise the board, implement policy set by the board, supervise all library staff, and shall acquire library materials, equipment and supplies. The library director shall attend all board meetings but shall not vote.

With the recommendation of the library director, the board shall budget to hire all other employees as may be necessary for the operation of the library. The library director shall hire or oversee the hiring of all other employees based on the policies, procedures, and job descriptions of the city. These employees shall be employees of the city and subject to the city’s personnel policies and classifications unless otherwise provided by city ordinance.

PROCEDURE BEFORE AFFECTING PAY



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All city employees are At-Will employees however, before you proceed with any decision that may affect the employees pay, i.e. suspension, demotion, or termination, please contact the City Clerk/HR Department and the Mayor.

In the event of hiring emergency, the director shall have interim authority to retain an employee with the prior approval of the board provided such hire.

In case of emergency hire – recommendation, Chairperson would call a special meeting of the board so that the director can recommend to the board and work with the HR department for the hiring of “temporary” employees as may be necessary for the operation of the library in accordance with city policies and procedures. These employees shall be employees of the city and subject to the city’s personnel policies and classifications unless otherwise provided by city ordinances. 33-2608

Leave slips for the director shall be approved by the Chairman of the board prior to being taken or the first day back from leave. Leave slips will be turned in accordance with city policy. If Chairperson is not available, the Vice Chairperson can sign leave slips. Director will follow all city policies regarding time keeping, and absent requests/authorizations.

Section 6. Committees

The Chairperson may appoint standing committees at the recommendation of the majority of the Board’s membership for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the body has formally made a final report of its findings to the Board.

Section 7. Gifts and Trusts

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for such library and branches.

Section 8. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to:

- Promoting and interpreting the Library and its services to the public;
- Obtaining adequate funds for library operation; and
- Developing a program of planned growth and improvement of Library and library services.

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Article IV – Officers

Section 1. Election

The officers shall be a chairperson, a vice-chairperson, and a secretary/treasurer, elected from among the appointed Trustees at the time of the annual meeting in October. Officers shall serve for a term of one year and until his/her successor is elected. At the discretion of the Board, the Library Director may act as the Clerk of the Board.

Section 2. Duties

A. Chairperson

The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, regulate and control public participation, appoint all committees and serve as an ex-officio member of such, execute documents authorized by the Board, insure true and accurate records are maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with the office.

B. Vice-Chairperson

In the absence of the Chairperson, the Vice-Chair shall preside and perform all other duties associated with the Chairperson's office.

C. Secretary/Treasurer

The Secretary/Treasurer shall sign all documents not endorsed by the Chairperson or Vice-Chair and shall perform such other duties as are assigned by the Board.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by a majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve until the time of the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgement of the Board, the best interests of the Library shall be served by such removal.



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Article V – Meetings

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. Regular meetings shall be held on a uniform day each month. The day and hour will be set by the Board at its annual meeting in October of each year, unless otherwise ordered by the Board.

Section 2. Special Meetings

Special meetings may be called by the Chairperson, or upon request of three members of the Board, for the transaction of business stated in the Notice of Special Meeting. Only that business specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code and the City of Mountain Home's policies.

Section 3. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4. Voting

An affirmative vote by the majority of Board members present shall be necessary to approve any actions of the Board. The Chairperson may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Records of meetings shall be maintained by the Library Director or the Director's designate.

Article VI – Parliamentary Authority

The parliamentary authority shall be Robert Rules of Order, current edition, except as state in these By-Laws.

Article VII – Amendments

These By-Laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present.

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Public Input and Complaints

The Board welcomes constructive input to improve the Library. Any complaints will be addressed and resolved in the following order:

Level 1: Staff

Level 2: Director

Level 3: Board – Board of Trustees should be made aware of all complaints

Any complaint about the Library, including policies, regulations, facilities, or services will be referred through proper channels before being presented to the Board for consideration and/or action.

If resolution has not been reached after working through Level 1, staff and the patron will meet with the Director. In the event patron is dissatisfied after working through Level 2, the Director will turn the matter over to the Board of Trustees. Trustees may elect to provide a written decision to the patron and Director or place the matter on the agenda of a regularly scheduled meeting.

A roster of Trustees and meeting information is maintained at the Library and also on the Library website at www.mhlibrary.org.