**BY-LAWS OF BOARD OF TRUSTEES OF THE HARLEM PUBLIC LIBRARY**

ARTICLE I. BOARD OF TRUSTEES

Section 1. Appointment

The Blaine County Commissioners shall appoint the trustees by the recommendation of the library director and board of trustees.

Section 2. Number

The Board shall consist of five (5) trustees.

Section 3. Tenure

Trustees shall hold office for five (5) years from the date of appointment or until their successors are appointed. A trustee shall be appointed to take the place of the retiring trustee annually before the first day of July of each year. Vacancies in the Board of Trustees shall be filled for the unexpired term in the same manner as original appointments. A trustee may only serve for two consecutive full five (5) year terms in addition to any time fulfilled for an unexpired term. A trustee may be reappointed to serve after one year retirement from the board.

ARTICLE II. OFFICERS

Section 1. Officers

The elected officers of the Board shall be a chairperson and a vice-chairperson.

Section 2. Election and Term of Office

The elected officers of the Board shall be elected annually by the Board at its regular July meeting,or as soon after as convenient. The term of office for all elected officers shall be one (1) year.

Section 3. Removal

Any officers elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Library would thus be served.

Section 4. Vacancies

A vacancy in any elected office may be filled by the Board for the unexpired portion of the term.

Section 5. Secretary

The library director shall serve as secretary of the Board.

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Section 6. Annual Report

The library director, with input from the Board, shall prepare an annual report of library conditions and operations to the Blaine County Commissioners following the June meeting of the Library Board.

Section 7. Parliamentary Rules

The usual parliamentary rules shall govern the proceedings of the Board, and upon the demand of any one member of the Board, the vote on any proposition shall be taken by yeas and nays and the yeas and nays shall be recorded.

ARTICLE lll BOARD MEETING ATTENDANCE

Section l. Attendance Requirements

Board members are required to attend the monthly trustee meetings. If a member is unable to attend a meeting they must notify the library director in a timely manner so he/she can determine if there will be a quorum and other members can be notified if the meeting must be postponed or cancelled. If a member misses three consecutive meetings unexcused the Board has the discretion to remove that member for lack of attendance.

ARTICLE IV LIBRARY POLICES

Section I. Establishment of Library Policies

In consultation with and from recommendations made by the library director, the Board shall establish policies\* for the acceptance of gifts and donations, the acquisition of materials by local authors and artists, the restrictions of materials to the public, and other policies as may be necessary for the effective use and management of the library.

\*Collection Development Policy, Section B; Revised and Adopted April 2017

ARTICLE V. LIBRARY DIRECTOR

Section 1. Appointment

The Board shall appoint the library director who shall serve under the direction of the Board. The Blaine County Commissioners shall set the compensation of the library director.

Section *2.* Duties of the Library Director

The Library Director shall:

1. Serve as secretary to the Board.
2. Execute and administer library policy.
3. Be responsible for the direction and supervision of the Library staff and for the operation of the Library itself.
4. Report to the Board on the condition of the Library.
5. Make recommendations to the Board of such policies and procedures as will promote the efficiency of the Library.
6. Make recommendations to the Board as to the employment or discharge of persons necessary in the administration of the library.
7. Prepare and present the budget to the Board one week prior to the June meeting.

ARTICLE VI. BRANCH LIBRARIES

Section 1. Number

There are no branch libraries to the Harlem Public Library

ARTICLE VI I. OTHER LIBRARY SERVICES Section 1. Authority

The Harlem Public Library services in the county shall be responsible to the Harlem Public Library Board of Trustees

Section 2. Appointment

The Board shall appoint personnel for other library services and said personnel shall serve under the direction of the librarian and the Board.

ARTICLE VIII. AMENDMENTS

Section 1. Procedure

The Bylaws may be altered, amended, or repealed; and new by-laws may be adopted by the majority of the Trustees present at any regular meeting or at any special meeting. At least 5 days written notice must be given to each Trustee of the intention to alter, amend, or repeal; and to adopt new By-Laws at such meeting.

ARTICLE IX. FEDERATION ADVISORY BOARD MEMBERSHIP

Section 1. Representation

In accordance with membership in the Pathfinder Library Federation, one

(1) member of the Board of Trustees will be elected to represent the Harlem Public Library on the Pathfinder Federation Advisory Board. Election of this representative for a term of one (1) year will occur at the regularly scheduled meeting in July of each year.

Section 2. Duties of Representative

1. The Representative to the Pathfinder Federation Advisory Board will attend all meetings of said board. If a conflict arises, the alternate representative will attend.
2. The representative will present an oral report of any Federation Advisory Board meeting to the Board at its next regularly scheduled me4eting.