

ADA COUNTY FREE LIBRARY DISTRICT

BOARD of TRUSTEES

BYLAWS

ARTICLE I

LEGAL BASIS and PURPOSE

The Board of Trustees of the Ada County Free Library District exists by virtue of the provisions of Title 33, Chapter 27 of the Laws of the State of Idaho. The Board exercises the authority and assumes the responsibility delegated to it by said statute for the provision of free library service to the residents of the District.

ARTICLE II

MEMBERSHIP

Section 1. Appointment and Terms of Office

- (a) The Board shall consist of five trustees, elected or appointed as provided by law, who at the time of their selection and during their term of office shall be qualified electors of the District.
- (b) One trustee will be elected at each annual trustee election to serve for four years or until their successor has been elected and qualified. An elected trustee assumes the duties of office at the annual meeting after taking the oath of office which will be administered by one of the present trustees or by a trustee retiring. An appointed trustee assumes the duties of office within 10 days after his/her appointment, also taking the oath of office in the same manner as an elected trustee.

Section 2. Nomination and Election

The procedure for nomination and election of trustees of the district shall be the same as outlined in Section 33-2716, Idaho Code in accordance with Uniform District Election Law, 34-1401, Idaho Code.

Section 3. Vacancies

Vacancies shall be filled for unexpired terms by the Board in the manner as specified by Section 33-2716, Idaho Code.

Section 4. Compensation

Trustees shall serve without salary but shall receive their actual and necessary expenses while engaged in the business of the district.

Section 5. Trustee Recall

Any trustee, elected or appointed, may be recalled according to the procedure spelled out in Section 33-2716, Idaho Code.

## ARTICLE III

### OFFICERS

#### Section 1. Election

During the regular June meeting the Board shall organize and elect from its membership a chairman, vice-chairman, and treasurer to serve for a term of one year. The Library Director shall serve as secretary to the Board.

#### Section 2. Duties

- (a) The chairman shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation, appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Library Director, and perform all other duties associated with that office.
- (b) In the absence of the chairman, the vice-chairman shall have the authority to act in the chairman's place and stead.
- (c) A secretary may be appointed to keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and perform all other duties associated with that office. A secretary need not be a member of the Board.
- (d) The treasurer shall assume the main fiduciary responsibility for investment and long range financial planning, and, if handling library funds, shall be bonded as required by Section 33-2722, Idaho Code.
- (e) A clerk may be appointed by the trustees to perform such duties as preparing and distributing legal notices, according to Section 33-2722, Idaho Code.

#### Section 3. Vacancies

Vacancies occurring in any office shall be filled at the next regular meeting of the Board in accordance with Section 33-2716, Idaho Code. Any officer selected to fill a vacancy shall serve until the next regular election of officers.

## ARTICLE IV

### MEETINGS

#### Section 1. Frequency, Time, and Place

- (a) Regular meetings shall be held at least every two months in accordance with Section 33-2719, Idaho Code. If the day established falls on a holiday, such regular meeting shall be held on the next business day, as determined by the chairman.
- (b) In the absence of a quorum, the regular meeting date may be changed to another certain date by the chairman. Meetings held on this changed date shall constitute a

regular meeting of the Board and all regular business may be transacted during the meeting. If a quorum is not present on that day, the presiding officer may continue the meeting to another time and place. All changes must comply with Idaho's open meeting laws, found in Section 74-201 – 74-208, Idaho Code.

## Section 2. Special Meetings

Special meetings may be called by the chairman, or upon written request of three (3) members of the Board, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Written notice of special meetings shall be given to each member at least two (2) days prior to the date of the meeting.

## Section 3. Notification

Notification of regular and special meetings shall be in accordance with Section 67-2343, Idaho Code.

## Section 4. Quorum

A quorum for the transaction of business shall consist of three (3) members of the Board.

## Section 5. Absences

It is the intention of the Board to maintain full representation of the District in all policy-making decisions. Therefore, regular attendance at Board meetings is encouraged.

## Section 6. Agenda

(a) The order of business at the regular meetings shall be as follows:

1. Call to Order
2. Approval of Consent Agenda (Agenda, Minutes, Financial Report)
3. Report of Director - Communications
  - (a) Correspondence
  - (b) Public Presentations to the Board
  - (c) Staff Comments
4. Report of Departments and Committees
5. Unfinished Business
6. New Business
7. Date of Next Meeting and Adjournment

(b) With no opposition from other Board members, the chairman may deviate from the order of business on the published meeting agenda.

(c) A written agenda shall be prepared by the Director and delivered to each Board member, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to any regular meeting. In the event of a special meeting, the agenda shall be sent with the Board member notification.

(d) Other items of business which do not appear on the printed agenda may be introduced with permission of Board members present.

- (e) Public presentations to the Board shall be made at the appropriate point, as specified on the written agenda. Public discussion or comment at any other point in the meeting shall be permitted at the discretion of the chairman.

#### Section 7. Minutes

- (a) The secretary, or someone appointed by the chairman, shall take minutes at the meeting of the Board.
- (b) Minutes of all regular and special meetings shall reflect all formal action taken by the Board of Trustees, but need not include a report of all discussion. Minutes of each meeting shall be distributed to all Board members for formal approval by the Board at the following regular meeting.

#### Section 8. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedures of the meetings.

### ARTICLE V

#### LIBRARY DIRECTOR

The Library Director will be appointed by the Board and shall be considered the executive officer of the Board with no voting rights. The Director shall have the responsibility of the administration of the library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget, and shall make an annual report to the Idaho Commission for Libraries. The Director shall attend all Board meetings, but may be excused from the meeting if her/his salary or performance is to be discussed pursuant to Idaho Code 74-206(1)(b) or with approval of the chair under special circumstances.

### ARTICLE VI

#### BUDGET AND AUDIT

By the beginning of each fiscal year (October 1), the Board shall have prepared a budget of income and estimated expenditures following the procedure outlined in Section 33-2725, Idaho Code.

Audits shall be made by an independent auditor, in accordance with the generally accepted audit standards. The audit report will be filed with the Legislative Services Office as pursuant to Idaho Code Section 67-450B.

### ARTICLE VII

#### COMMITTEES

Special committees for the study and investigation of special problems may be appointed by the chairman, such committees to serve until the completion of the work for which they were

appointed. Official action on committee recommendations, findings, etc., shall be by majority vote of the Board.

ARTICLE VIII  
AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed to the Board members at least two (2) weeks prior to said meeting.

ARTICLE IX  
GENERAL

Section 1. Voting

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

Section 2. Validation of Bylaws

Should any article or section of these Bylaws be in conflict with the laws of the State of Idaho, such shall not affect the remaining provisions hereof, all of which shall remain in force and effect. The article or section held invalid shall be amended as required by law in accordance with Article VIII of these Bylaws.

In witness whereof, the undersigned, being all of the duly elected/appointed and acting members of the Board of Trustees, have approved these Bylaws of Ada County Free Library District this 27 day of June 1990.

Pat Bonine (signature) \_\_\_\_\_

Kiel Van Inwegen (signature) \_\_\_\_\_

Arlene C. Morris (signature) \_\_\_\_\_

Revised and approved by the duly elected/appointed and acting members of the Board of Trustees of the Ada County Free Library District this 12 day of May, 1991.

Revised and approved by the duly elected/appointed and acting members of the Board of Trustees of the Ada County Free Library District this 19 day of October, 2010.

Revised and approved by the duly elected/appointed and acting members of the Board of Trustees of the Ada County Free Library District this 15 day of January, 2013.

Revised and approved by the duly elected/appointed and acting members of the Board of Trustees of the Ada County Free Library District this 19 day of January, 2016.

Revised and approved by the duly elected/appointed and acting members of the Board of Trustees of the Ada County Free Library District this 22 day of July, 2024.

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