

BYLAWS OF THE SIOUXLAND LIBRARIES BOARD OF TRUSTEES

Article I – General Provisions

Section 1: These bylaws are intended to set out the duties of the officers of the Siouxland Libraries Board of Trustees (“the Board”), provide procedures by which meetings of the Board are to be conducted, set out methods by which the business of the Board is to be carried on, to specify the powers and duties of the Library Director, and to provide other general rules relating to the government of the Board.

Section 2: These bylaws are supplementary to the provisions of the statutes of the State of South Dakota, the ordinances of the City of Sioux Falls and Minnehaha County as they relate to the procedures of the Board, and the document, “Handbook for Citizen Boards” issued by the Sioux Falls City Council.

Section 3: The Board may adopt Standing Rules it deems appropriate for the conduct of its business or to effectuate these bylaws. Standing Rules may be adopted without previous notice at any meeting by a majority vote of the voting members present. Any Standing Rules may be suspended, amended or rescinded by a majority vote of the voting members present.

Section 4: Any Board member who has any interest of a personal or financial nature in a matter before the Board shall not vote thereon and shall remove him/herself from any meeting or hearing at which the matter is under consideration. The existence and handling of any potential conflict of interest shall be governed by the Revised Ordinances of the City of Sioux Falls.

Section 5: The office of the Board shall be located at 200 North Dakota Avenue, Sioux Falls, South Dakota 57117-7403.

Article II – Purpose, Responsibilities, Duties and Powers of the Board

Section 1: The purpose of the Board is to provide governance to and management of Siouxland Libraries and to identify and meet informational, educational, recreational and cultural needs of individuals and groups within its service area through the most efficient, economical, and effective use of facilities, staff, and material.

Section 2: The Board shall have and exercise all such responsibilities, duties and powers set forth in SDCL 14-2-40 and 14-2-41, subject only to the Home Rule Charter of the City of Sioux Falls in the event of a direct conflict between the statutes and the charter.

Section 3: The duties of the Board consist of carrying out the powers granted it, including, but not limited to:

- a. Establishing and regularly reviewing policies, rules and regulations governing library operations, programs and services.
- b. Reviewing and recommending an annual budget request to the City of Sioux Falls and adopting and implementing a final annual budget within those funds appropriated by the City of Sioux Falls and Minnehaha County.
- c. Making recommendations regarding the selection or dismissal of the Library Director.
- d. Regularly reviewing various physical and building needs to see they meet the requirements of Siouxland Libraries, its patrons and potential users.
- e. Cooperating with other public officials and boards and maintaining positive community relations.

Section 4: The Board subscribes to and adopts the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement as adopted by the American Library Association.

Article III – Officers and Duties

Section 1: The officers of the Board shall be a President, a Vice-president, and a Secretary. The Library Director shall serve as the Board Secretary

Section 2: In accordance with South Dakota Codified Laws 14-2-37 and the Joint Cooperative Library Agreement Between Minnehaha County and the City of Sioux Falls dated December 16, 2002, the Board shall consist of seven members: four appointed by the Mayor of the City of Sioux Falls, one appointed by the Minnehaha County Commission, one member of the Minnehaha County Commission ex-officio during that member's term of office, and the Library Director, ex-officio. Ex-officio members shall not be voting members.

Section 3: The term on this Board is limited to not more than two consecutive full terms of three years each or a combination of terms which shall equal no more than ten years whichever is greater.

Section 4: Any vacancy on the Board shall be filled for the unexpired term of the member vacating in the same manner as is required for a regular appointment.

Section 5: When any Board member fails to attend at least two consecutive meetings of the Board without explanation, the Board shall advise the missing Board member of its intent to declare the position vacant unless the President, after consultation with the Vice-president and Secretary, shall find good cause for any of the absences and excuse him or her. Regardless of whether the absences are excused, any Board member missing more than 50% of the Board meetings in any calendar year may be removed for cause. Should it become apparent that the Board member is unable to fulfill their responsibilities to the Board, it shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, suggest two to three names to the appointing official of persons who may qualify to fill the vacancy.

Section 6: The Board shall elect the President and Vice-president from among its members. Each shall be elected at the regular May meeting of each year, and shall serve for a term of one year. If a vacancy occurs in either office, the vacancy shall be filled by the Board for the balance of the term.

Section 7: The President presides at all meetings of the Board, authorizes calls for special meetings, appoints all committees, serves as an ex-officio voting member of all committees, and generally performs all duties associated with that office.

Section 8: The Vice-president has such powers and duties as the Board shall designate. In the absence or inability of the President to perform the duties of that office, the Vice-president will assume and perform the duties and functions of the President.

Section 9: The Secretary shall make certain there is a written record and permanent minutes of the Board's proceedings, showing the vote on each question, indication of absence of members or failures to vote or other exceptions; shall keep records of all official actions of the Board; shall provide for conduct of the correspondence of the Board; shall file the said minutes and shall be the custodian of the files of the Board and its records. The secretary is also responsible for providing Board members with advance notice of each meeting together with a tentative agenda.

Article IV– Meetings

Section 1: The regular meetings of the Board shall be held at times to be determined by the members each year. Special meetings may be called by the President, the Secretary to the board or upon the request of two members provided that advance notice be given and that the purpose of the meeting be for the transaction of the business stated in the call for meeting. Notice must be given at least 24 hours in advance of the meeting.

Section 2: The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the voting members present and voting at the regular meeting prior to the meeting affected.

Section 3: Notice of all meetings of the Board shall be given as required by the South Dakota open meetings law and all meetings of the Board shall be open to the public, except for executive sessions conducted in accordance with the open meetings law.

Section 4: A quorum of the Board shall consist of three voting members.

Section 5: Robert's Rules of Order shall govern the deliberations of the Board, except when such rules are in conflict with these bylaws or the Board's Standing Rules.

Section 6: The rules of order, other than such rules as may be prescribed by statute or ordinance, may be suspended at any time by the consent of a majority of the voting members present at any meeting.

Section 7: An agenda for each regular meeting of the Board shall be prepared by the Library Director preceding such meeting. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the Library Director at least three business days prior to such regular meeting.

Section 8: Within ten days after the beginning of each calendar year, the Secretary shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in conspicuous places in the main and branch libraries, in one place at City Hall, and distribution of a media release. Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 24 hours before such meeting by posting public notice in at least three public locations.

Section 9: Whenever a local newspaper of general circulation, or a local radio or television station has filed an annual request with the Secretary for notice of the regular and special meetings of the Board, and has provided the Secretary with a mailing address within Minnehaha or Lincoln County at which such notice may be given, then a copy of the notice of any special meeting or rescheduled regular meetings shall be sent to each such local newspaper of general circulation or local radio or television station by regular mail or email, as each such requester may elect.

Article V – Committees

Section 1: Ad hoc committees of the Board may be created from time-to-time as the Board may decide and direct.

Section 2: All committees shall be appointed by the President unless the Board shall otherwise direct. Each committee chair shall be a member of the Board but committee membership is not restricted to trustees.

Section 3: No committee will have other than advisory powers. Committees will only serve until the completion of the assignment, unless specifically designated by the Board as a standing committee.

Article VI – Procedures

Section 1: The order of business at all regular meetings of the Board shall be as follows:

1. Roll call and declaration of quorum
2. Amendment/adoption of agenda
3. Reading and approval of minutes of previous meetings
4. Review of financial and statistical reports
5. Library Director and staff reports
6. Board reports
7. Public input
8. Unfinished business
9. New Business
10. Other
11. Set date for next meeting
12. Adjournment

Section 2: No vote or action of the Board shall be rescinded at any special meeting of the Board unless there be present at such special meeting as many voting members of the Board as were present at the meeting when such vote or action was taken.

Section 3: At each regular meeting of the Board, the Library Director shall present a breakdown of expenditures since the prior meeting of the Board. It shall specifically describe changes in or amendments to the final budget allocation.

Article VII – Library Director

The Library Director shall administer the policies adopted by the Board. Among his or her duties and responsibilities shall be the direction and supervision of staff members in the performance of their duties. The Library Director shall submit to the Board monthly reports on the operation of Siouxland Libraries and shall recommend to the Board such policies and procedures as in his or her opinion will promote the efficiency of Siouxland Libraries in its service to the public, its patrons and potential users.

Article VIII – Amendment of Bylaws

Section 1: These bylaws may be amended by an affirmative vote of four of the voting members of the Board.

Section 2: A proposed amendment of these bylaws shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.