**BYLAWS**

**BOARD OF TRUSTEES OF THE WILLIAM K. KOHRS MEMORIAL LIBRARY**

***Article I: NAME.***

This organization shall be known as the Board of Trustees of the William K. Kohrs Memorial Library (“Board”).

***Article II: OBJECT.***

This Board is organized to foster and promote public library services in Powell County, and specifically in Deer Lodge, Montana. In accordance with Montana Code Annotated Title 22, the Board shall have the power to direct all the affairs of the Library, including the appointment of a Library Director who shall direct the internal affairs of the Library, and such assistants as may be necessary. It shall establish the policies for rules and regulations of the Library.

It may receive donations, devises, and bequests to be used directly for Library purposes. Such donations may be further directed by the Board to Friends of the Library or the Library Foundation.

The Board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to its governing bodies.

***Article III: MEMBERSHIP.***
     The Board of Trustees shall consist of five (5) members. Not more than one (1) member from the Deer Lodge City Council shall serve on this Board at any one time. The Deer Lodge City Council may select one of its members to attend Board Meetings as a non-voting participant in Trustee meetings.

1. Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.
2. Terms are for five (5) years. Candidates must be approved by the City Council before taking office.
3. The Board shall be representative of the cultural and economic diversity of the community.
4. Trustees shall be residents of Powell County. The majority of the Board shall also be residents of the city of Deer Lodge.
5. The Board may make appointment recommendations to the Deer Lodge City Council when a Board vacancy occurs.

***Article IV*: *OFFICERS.***

Officers will consist of: Chairperson

 Vice Chairperson

 Secretary (usually the Library Director.)

Officers will be elected at the first meeting of each fiscal year, and will serve for a one (1) year term from July 1st to June 30th.  The officers will assume duty upon election.

***Article V: MEETINGS.***

Regular meetings of the Board shall be held monthly except during June and August or as otherwise decided by the Board.

Notice of each regular meeting and the agenda will be made to all Board Members at least one week prior to the meeting. Email notification to those who have email access is sufficient. All Board meetings will be held in compliance with Montana’s Open Meetings Law (2-3-201 through 2-3-203). A quorum will consist of a majority of Library Board Members (3). A quorum is required for the transaction of official business.

Special meetings may be called by the Chairperson or by any two Members. Telephone or e-mail

notice shall be given to all Board Members with at least forty-eight (48) hour notice.

Any Member failing to attend at least eighty percent (80%) of the meetings in any fiscal year shall thereby vacate his/her membership, and the appointing body shall appoint a new Member to fill the unexpired term. If any member misses three (3) consecutive meetings, the Chairman can declare the seat vacant.

***Article VI: EXECUTIVE BOARD.***

Because of the small size of the community and Library, no Executive Board is in place.

***Article VII: COMMITTEES.***

Standing Committees are not now in place but may be formed as needed. They may include but are not limited to the following:

1. Building and Grounds
2. Finance Committee
3. Human Resources & Operations (Personnel, Programs, Policies)
4. Technology & Public Relations

***Article IX: CONFLICT OF INTEREST.***

Board Members may not, in their private capacity, negotiate, bid for, nor enter into contracts with the William K. Kohrs Memorial Library in which they have a direct or indirect financial interest. A Board Member must withdraw from Board discussion, deliberation, and votes on any matter in which the Board Member, an immediate family member or an organization with which the Board Member is associated has a substantial financial interest.

A Board Member may not receive anything of value that could reasonably be expected to influence his/her vote or other official action.

***Article VIII: PARLIAMENTARY PROCEDURE.***

Standard parliamentary procedure (preferably following Robert’s Rules of Order) will be used in governing meetings.

***Article IX: AMENDMENT OF THE BYLAWS.***

These bylaws may be amended at any regular meeting of the Board by majority vote of all Members of the Board, provided written notice of the proposed amendment shall have been mailed via USPO services or emailed to all Members at least ten days prior to the meeting at which such action is proposed to be taken. These bylaws will be reviewed annually at the discretion of the Chairperson, with the same notification as above.

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**These bylaws were adopted by the Board of Trustees of the William K. Kohrs Memorial Library on this 21st day of February, 2013.**

**These bylaws were amended by the Board of Trustees of the William K. Kohrs Memorial Library on January 17, 2018.**

**These bylaws were amended by the Board of Trustees of the William K. Kohrs Memorial Library on October 15, 2020**