

**BYLAWS
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE I
LEGAL BASIS**

The Board of Trustees of the Boise Public Library exists by virtue of the provisions of Idaho law, including Title 33, Chapter 26 of the Idaho Code. Boise City Code Title 2, Chapter 7 further governs and defines the powers, duties and operation of the Board. The Board exercises the powers and authority and assumes the responsibilities and duties delegated to it under the laws of the state of Idaho and Boise City Code for the provision of public library service in Boise City. In addition to the powers, duties and purposes stated therein, the Board may exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

**ARTICLE II
TRUSTEE SELECTION AND APPOINTMENT**

Section 1. Number of Trustees

A Board of five Library Trustees, selected from the residents of Boise City, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as liaison for the Board and City Government.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year on June 30th. Appointments to complete an unexpired term shall be for the remainder of the unexpired term only. Trustees shall hold their office from appointment until the term expiration and until successors are appointed, unless disqualified from office. In accordance with City policy, Trustees shall serve no more than two terms or more than ten consecutive years.

By accepting appointment to the Board, Trustees agree to attend, in-person or virtually, a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by the President, missing three consecutive regular meetings, for other than health-related reasons, is considered a resignation from the Board.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library.

Section 4. Vacancies

All Trustee resignations shall be reported to the Mayor and City Council by the Board, with a request that the vacancy be advertised. The process for filling a vacancy will be prescribed by the Mayor's office. In the event a Trustee relocates the Trustee's residence outside the City of Boise, this shall be deemed a resignation and a vacancy shall be created.

Section 5. Removal

Removal shall be as provided in Idaho statutes and Boise City Code.

ARTICLE III POWERS AND DUTIES

Section 1. Powers and Duties

The powers and duties of the Board of Trustees shall be as set forth in Title 33, Chapter 26 of the Idaho Code and Boise City Code Title 2, Chapter 7. In addition to the powers, duties and purposes stated therein, the Board may exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

Section 2. Policies

The Board shall act as the policy making body of the Boise Public Library in compliance with all statutes of the State of Idaho and Boise City Code relating to the operation of public libraries and shall develop and maintain, with advice of the Library Director and staff, policies for the Library and rules governing use of the Library with the highest possible degree of operating efficiency in the Library, consistent with the Library's mission and strategic vision. The Board shall have the power as necessary to determine any question of policy.

Section 3. Budget

The Board shall prepare and adopt an annual budget for review and approval by the City Council for the ensuing fiscal year, with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating and capital expenses necessary for the orderly and efficient management of the Library. The Board may also approve interim budget recommendations for submission to City Council.

Section 3. Expenditures

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

Section 4. Property

The Board 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 and occupy or 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 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 bylaws necessary to administer, govern, and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who shall serve at the pleasure of the Board. The Library Director's duties shall be those prescribed by state law, city policy, together with such other such others duties requested by the Board that are reasonably required for proper operation of the Library.

Section 6. Gifts and Trusts

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

Section 7. Reports

The Board of Trustees shall annually, not later than the first day of January, file with the board of library commissioners a report of the operations of the Library for the fiscal year just ended. The report shall be of such form and contain such information as the board of library commissioners may require.

Section 8. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to the following: promote the Library and its services to the public; obtain adequate funds for Library operation; developing a program of planned growth and improvement of the Library facilities and Library services; work cooperatively with supporting organizations to promote the Library, provide information to the public regarding the Library and with regard to Library support and improvements; work cooperatively with other public officials and boards and support legislation that benefits Library users; and cooperate with public officials to maintain positive public relations; seek to maintain positive public relations and provide information to the public.

**ARTICLE IV
OFFICERS**

Section 1. Election

The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. In the event of a vacancy, the Board may elect an officer to succeed the vacant position prior to and until the next annual meeting election.

Section 2. Duties

A. President

The President 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, ensure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director and staff, and perform all other duties associated with that office.

B. Vice President

In the absence of the President, the Vice President shall preside and perform all duties associated with the President's office.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal. In the event an officer becomes disqualified from serving as a Trustee (for example, the officer ceases to be a resident of the City of Boise), the officer shall be deemed removed and a vacancy shall be created.

**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. The Board shall hold its annual meeting each year in September for the purposes set forth in Idaho Code Section 33-2606, as may be amended from time to time, including election of officers and establishment of meeting dates for the upcoming fiscal year.

Section 2. Special Meetings

Special meetings may be called by the President, or upon written request of three Trustees, 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. Notification procedures shall comply with Idaho Code and Boise City policies.

Section 3. Quorum

A quorum shall consist of three (3) Trustees, but a smaller number may adjourn a meeting.

Section 4. Voting

Each Trustee has one vote. The Director is a non-voting attendee of Board meetings. An affirmative vote by the majority of Trustees present shall be necessary to approve any action of the Board. The President 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 designee.

**ARTICLE VI
PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be Roberts Rules of Order, current edition, except as stated in these Bylaws.

**ARTICLE VII
AMENDMENTS**

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

Last Revised August 14, 2024.