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## **MIDDLETON PUBLIC LIBRARY BOARD OF TRUSTEES**

### **BYLAWS**

#### **ARTICLE I**

##### **LEGAL BASIS AND PURPOSE**

The Board of Trustees of the Middleton Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in the City of Middleton.

#### **ARTICLE II**

##### **SELECTION AND APPOINTMENT**

###### **Section 1. Number of Trustees**

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

A Board of five Library Trustees shall be selected by the Mayor of the City of Middleton and appointed by the City Council from among city residents. Each year the City Council shall appoint one of its members to be a liaison for the Library Board and City Government who will not be one of the five Library Trustees and will not have voting rights.

###### **Section 2. Term of Office**

A term of office shall be for five years; the term of one Trustee shall expire each year. Trustees shall hold their office from appointment until the term expires and until their successors are appointed (if possible). By accepting appointment to the Board, Trustees agree to attend a minimum of three -fourths of the regularly-scheduled meetings annually. If a Trustee is not able to attend a board meeting, they must notify the Board or Library Director as soon as possible. If a Trustee misses three regular meetings without first notifying the Board or Library Director, dismissal from the board will be recommended to the City Council.



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### **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, subject to the approval of the Board.

### **Section 4. Vacancies**

All vacancies on the Board shall be reported to the City Council within 5 working days by the Board Chairman or its elected representative, with a request that the vacancy be filled. The process for filling a vacancy will be determined by Idaho Code 33-2605.

## **ARTICLE III**

### **POWERS AND DUTIES**

#### **Section 1. Policies**

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

#### **Section 2. Budget**

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

#### **Section 3. Expenditures**

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund. All board members can be signers of vouchers for payment, however, the primary signer will be the board treasurer. The copy of bills will be sent to all board members to review from the previous month.

The payments for all bills will be issued by the City of Middleton from funds allocated to the library's budget.

#### **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



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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. 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 will serve at the pleasure of the Board. The Director will act in accordance with the policies of the City of Middleton to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

### **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 such library and branches. However, the Board is not obligated to accept any donation. All funds and gifts shall be used at the discretion of the Board to further the mission of the library.

### **Section 7. Other Duties**

Additional duties of the Board shall include, but not necessarily be limited to: promoting and interpreting the Library and its services to the public; obtaining adequate funds for library operation; and developing a program of planned growth and improvement of the Library and library services.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. Election**

The Board shall elect at its annual meeting from its members a Chair, Vice-Chair

Treasurer, and Secretary who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

## **Section 2. Duties**

### **Chair**

The Chair 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 perform all other duties associated with that office. The Chair shall report vacancies to the City Council in accordance with Article IV Section 2. In the event the Vice Chair and another officer are absent the Chair may assign another board trustee to assume the responsibilities of that office for that meeting.

### **Vice-Chair**

In the absence of the Chair or any other officer the Vice-Chair shall assume the duties of that officer. In the event that the Chair and another officer are absent the Vice Chair may assign another board trustee to assume the responsibilities of that office for that meeting.

### **Secretary**

The Secretary of the Board is responsible for the written record of all board meetings and will present such written records to the board in a timely manner. However, the Board may appoint someone in lieu of the Secretary of the Board to be responsible for the written record of all board meetings.

### **Treasurer**

The Treasurer of the Board is responsible for all financial record-keeping for Board purposes and upon election to office is authorized to permit vouchers to be submitted to the City of Middleton for approval in accordance with Article III Section 3 of the Middleton Public Library Board of Trustees By -Laws in addition to any other members of the board that are designated at the Annual meeting.



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### **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. Any officer selected to fill a vacancy shall serve from that time of until the next election of officers.

### **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, with a majority vote of the Board.

## **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 January.

#### **Section 2. Special Meetings**

Special meetings may be called by the Chair, or upon written request of three members, 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 will comply with Idaho Code.

#### **Section 3. Quorum**

A majority of the Board shall constitute a quorum for the transaction of business.

#### **Section 4. Voting**

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

#### **Section 5. Meeting Records**

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Meeting Records shall be approved at a Regular Board meeting. These records shall be retained in permanence by the Library Director or Director Designate.

## **ARTICLE VI**

### **PARLIAMENTARY AUTHORITY**

The parliamentary authority shall be The Standard Code of Parliamentary Procedure, 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 Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.

This policy supersedes all previous Middleton Library Board of Trustees By-Law statements and is effective on 02/13/2024.