

**AGENDA**  
**Middleton Public Library Board Meeting**  
**Location: Middleton City Council Chambers-City Hall**  
**1103 West Main Street, Middleton, ID**

**November 14, 2023**

**Time: 6:00pm**

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Approval of Agenda (Action Item)
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from Sept 12, 2023 Board Meeting
  - B. Approval of Minutes from Oct 10, 2023 Board Meeting
4. Treasurer's Report (Marie Knapp)
5. Director's Report (Lori Clark)
6. Discussion and Consider Approval of Trustee Bylaws – (Lori Clark) (Action Item)
7. Consider Approval of No Board Meeting in December (Action Item)
8. Public Comments
9. Board Member Comments

Adjourn:

Posted by:   
Lori Clark, Director

Date, Time: 11.11.23 4:30 pm

Please see [www.mymidlib.org](http://www.mymidlib.org) for the next scheduled Library Board meeting.

# MINUTES

## Middleton Public Library Board Meeting

Location: Middleton City Council Chambers-City Hall  
1103 West Main Street, Middleton, ID

September 12, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Jeff Miller at 6:25pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Trent Saxton (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Jeff Miller
2. Approval of Agenda (Action Item)
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
3. Introduction of New Board Member Trent Saxton
  - Trent introduced himself, he wants to serve the community and is happy to be here and help in any way he can
4. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from August 8, 2023 Board Meeting
    - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous (Trent Saxton abstained)
5. Treasurer's Report (Marie Knapp)
  - Marie presented her report, the second half of the tax money wasn't deposited until the end of August, a few line items are over i.e., Building Repairs (due to the new ramp), Cataloging (prices have gone up as services have been added), Office Equipment (due to the new copy machine). We have not gone over the total budget for the year and adjustments have been made to next year's budget to account for the increase of costs
  - Motion to approve by Trent Saxton, seconded by Logan Green, approval unanimous
6. Director's Report (Lori Clark)
  - Lori presented her report, Friday Fundays, including Gaming, Legos, Rock Painting and STEM, have brought more patrons into the library. We had the Middleton Police come and do Storytime last week, it went really well, the kids loved it and we are going to try and get the Middleton Fire Department to come next.
  - Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous

7. Frequency of Meetings – (Jeff Miller) (Action Item)

- The Board discussed the possibility of not having a meeting every month, the Policy Manual will need to be checked to see if it states how often the Board meets
- Jeff Miller made a motion to cancel the December 2023 meeting and at the January 2024 meeting the Board will establish a calendar for the year and amend the Policy Manual if needed, seconded by Trent Saxton, approval unanimous

8. Update from Director – (Lori Clark)

- Lori presented her report, the new security cameras and panic button have been installed, Lori would like to add a fourth camera to cover all of the parking lot, she will get an estimate. Lori's computer has been down, Doug from ICFL is coming to look at it. Summer Reading was a success even though the overall number of participants was down a little, the number of teens that participated increased. Last year we had 4 teens complete Summer Reading this year we had 26.

9. Public Comments - None

10. Board Member Comments

- Trent would like adults to be included more at the Library, could the Board come up with a list of people that would come to the Library to give presentations. Lori mentioned that we have a local author coming in October to discuss his end of life reference guide, we have an Adult Gardening Class once a month and have tried other adult programs but attendance is usually low. Trent suggested we contact the builders in the area and ask them to put a Library flyer in their new homeowners welcome packet. Marcy suggested talking to the City who also has new resident packets that they hand out. Marcy suggested having the Fire Department come in and give a fire safety presentation.
- Trent also asked about raising Library staff salaries, Marie mentioned that the Board has followed what the City does for raises. Trent mentioned looking at other libraries of similar size to compare our salaries to make sure they are on track.

Adjourn

- Motion to adjourn by Marie Knapp, seconded by Trent Saxton, approval unanimous
- Adjourned at 7:07pm

The next scheduled Library Board meeting is October 10, 2023 at 6:00pm.

# MINUTES

## Middleton Public Library Board Meeting

Location: Middleton City Council Chambers-City Hall  
1103 West Main Street, Middleton, ID

October 10, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Jeff Miller at 6:02pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Trent Saxton (absent)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Logan Green
2. Approval of Agenda (Action Item)
  - Motion to approve by Marie Knapp, seconded by Marcy Shumway approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from August 8, 2023 Board Meeting
    - Motion to table until next meeting by Jeff Miller, seconded by Marie Knapp approval unanimous
4. Treasurer's Report (Marie Knapp)
  - Marie presented her report some lines are over but we are still under on our total line and the reserve has not been used for the past 2 years.
5. Director's Report (Lori Clark)
  - Lori presented her report, we are very blessed to have so many programs and people volunteering to lead the programs for us. Upcoming programs include: Local Author Palooza on 10/14, David Fyke will discuss his book Important Stuff You Need to Know on 10/17, and we are having a movie night on 10/27.
  - Jeff commented that the trend continues, the number of checkouts keep increasing compared to the previous year.
6. Bylaws and Frequency of Meetings – (Lori Clark) (Action Item)
  - Lori reported that the Bylaws haven't been updated since 2014, she will work on updating them this month
  - Board discussed how to add a policy about board meetings—calendar will be set in January and Board can cancel meetings at their discretion
7. Clay Ritter from ICFL – Trustee Roles & Responsibilities Training – Nov 14, 2023 Meeting (Lori Clark) (Action Item)
  - Clay will come at 4pm on 11/14 to provide training before the Board meeting.
8. Public Comments
  - David Luiz commented "Keep doing the great work you are doing"
9. Board Member Comments
  - Marie informed the Board that former Board member Wade Wroten passed away on October 1<sup>st</sup>.
  - Marcy noticed that the next meeting is incorrect on the agenda it is on November 14<sup>th</sup> at 6pm.

Adjourned at 6:26pm

The next scheduled Library Board meeting is November 14, 2023 at 6:00pm.



660-381	Water Usage	620.00	-167.98	787.98	109.36	127.54	135.62	99.26	60.88	28.56	28.56	34.62	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	31.20	709.80	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	401.86	498.14	0.00	81.72	40.60	41.21	41.46	42.11	0.00	41.46	81.55	40.41	46.36	41.26
660-384	Solid Water Disposal	618.00	618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-410	Grants Expense	5,000.00	-2,489.31	7,489.31	384.98	1,609.13	0.00	1,183.19	1,184.83	1,216.86	1,535.24	222.22	22.49	0.00	77.91	52.46
660-420	Professional Attorney Fees	1,750.00	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-422	Professional Audit Fees	1,717.00	217.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-530	Capital Outlay	19,052.58	16,704.74	2,347.84	1,364.84	983.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-535	Collections	20,000.00	2,985.38	17,014.62	14.37	2,637.98	1,374.13	817.68	981.03	2,549.39	1,209.64	940.94	1,747.65	2,539.15	588.36	1,614.30
660-620	Natural Gas	412.00	52.93	359.07	15.45	15.45	25.24	0.00	9.79	25.37	38.21	54.44	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	385.84	4,364.16	376.44	472.54	503.55	371.13	299.04	279.03	354.19	359.50	349.28	390.56	351.81	257.09
660-800	Miscellaneous	600.00	488.30	111.70	75.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0.00	0.00
<b>TOTAL</b>		<b>303,578.00</b>	<b>40,051.08</b>	<b>263,526.92</b>	<b>29,961.18</b>	<b>22,190.83</b>	<b>20,565.58</b>	<b>27,731.46</b>	<b>17,494.59</b>	<b>20,117.93</b>	<b>20,083.78</b>	<b>20,615.60</b>	<b>16,554.40</b>	<b>23,926.92</b>	<b>22,843.20</b>	<b>21,441.45</b>

Account Number	Account Title	2023-23 Current Actual	2022-23 YTD Actual	2022-23 Open Encumbrances	2021-22 Received / Committed	2022-23 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-380-080	COPY/PRINT	193.81	3,299.17	.00	3,299.17	1,000	2,299.17-	329.92%	-229.92%
04-381-202	FINES	148.07	1,872.34	.00	1,872.34	750	1,122.34-	249.65%	-149.65%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	.00	.00	.00	.00
04-381-550	FUNDRAISING/LIBR	.00	.00	.00	.00	713	713.00	.00	100.00%
04-381-700	INTEREST ON INVES	26.80	292.67	.00	292.67	125	167.67-	234.14%	-134.14%
04-386-075	DONATIONS	3.50	2,623.76	.00	2,623.76	.00	2,623.76-	.00	.00
04-386-312	NON RESIDENT FEE	512.46	5,947.94	.00	5,947.94	3,000	2,947.94-	198.26%	-98.26%
04-387-900	GRANTS	.00	13,140.76	.00	13,140.76	5,000	8,140.76-	262.82%	-162.82%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	25,000	25,000.00	.00	100.00%
04-390-991	TRANSFER IN	.00	267,990.00	.00	267,990.00	267,990	.00	100.00%	.00
Total Revenue:		884.64	295,166.64	.00	295,166.64	303,578	8,411.36	97.23%	2.77%

Account Number	Account Title	2023-23 Current Actual	2022-23 YTD Actual	2022-23 Open Encumbrances	2021-22 Received / Committed	2022-23 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-110	SALARIES	10,650.47	141,912.19	.00	141,912.19	141,509	403.19-	100.28%	-0.28%
04-660-122	FICA	637.99	8,550.93	.00	8,550.93	9,085	533.94	94.12%	5.88%
04-660-124	MEDICAL REIMBUR	.00	.38	.00	.38	5,500	5,499.62	0.01%	99.99%
04-660-125	INSURANCE-MEDIC	1,015.42	11,128.82	.00	11,128.82	15,431	4,301.86	72.12%	27.88%
04-660-126	INSURANCE-DENTA	66.04	792.48	.00	792.48	747	45.12-	106.04%	-6.04%
04-660-127	RETIREMENT	1,001.90	13,405.25	.00	13,405.25	12,445	959.83-	107.71%	-7.71%
04-660-128	MEDICARE	149.23	1,999.78	.00	1,999.78	2,052	52.10	97.46%	2.54%
04-660-130	EE ASSISTANCE BEN	10.60	109.35	.00	109.35	95	14.31-	115.06%	-15.06%
04-660-131	RESERVE-UNEMPLO	.00	.00	.00	.00	500	500.00	.00	100.00%
04-660-132	WORKERS COMP	.00	162.00	.00	162.00	525	363.00	30.86%	69.14%
04-660-133	CONTRIB GEN FUND	.00	.00	.00	.00	12,365	12,365.17	.00	100.00%
04-660-211	COMPUTER HARDW	.00	.00	.00	.00	3,000	3,000.00	.00	100.00%
04-660-212	GASOLINE	70.48	200.76	.00	200.76	450	249.24	44.61%	55.39%
04-660-213	MARKETING	435.57	791.13	.00	791.13	1,000	208.87	79.11%	20.89%
04-660-227	LIBRARY PROGRAM	.00	1,491.59	.00	1,491.59	3,500	2,008.41	42.62%	57.38%
04-660-229	MEMBERSHIPS	.00	.00	.00	.00	500	500.00	.00	100.00%
04-660-240	SUPPLIES	.00	5,404.14	.00	5,404.14	5,600	195.86	96.50%	3.50%
04-660-250	TRAINING/CONF/C	.00	.00	.00	.00	600	600.00	.00	100.00%
04-660-260	UNIFORMS	6.95	81.70	.00	81.70	130	48.30	62.85%	37.15%
04-660-310	AUTO REPAIR/MAI	.00	73.81	.00	73.81	1,250	1,176.19	5.90%	94.10%
04-660-320	BUILDING MAINTA	27.63	1,963.38	.00	1,963.38	2,500	536.62	78.54%	21.46%
04-660-321	BUILDING REPAIRS	.00	5,500.00	.00	5,500.00	3,000	2,500.00-	183.33%	-83.33%
04-660-322	BUILDING SECURIT	16.95	906.60	.00	906.60	2,000	1,093.40	45.33%	54.67%
04-660-325	CATALOGING SERVI	.00	4,086.41	.00	4,086.41	3,100	986.41-	131.82%	-31.82%
04-660-327	CLEANING SERVICE	.00	50.00	.00	50.00	1,000	950.00	5.00%	95.00%
04-660-336	COMPUTER SOFTW	111.90	2,273.76	.00	2,273.76	3,000	726.24	75.79%	24.21%
04-660-337	COMPUTER SUPPOR	.00	2,171.63	.00	2,171.63	4,000	1,828.37	54.29%	45.71%
04-660-338	DATA ACCESS	489.59	2,777.37	.00	2,777.37	2,200	577.37-	126.24%	-26.24%
04-660-350	LIABILITY INSURAN	.00	4,750.20	.00	4,750.20	5,670	919.80	83.78%	16.22%
04-660-363	OFFICE EQUIPMENT	207.66	651.50	.00	651.50	950	298.50	68.58%	31.42%
04-660-364	OFFICE EQUIPMENT	217.35	3,161.65	.00	3,161.65	2,000	1,161.65-	158.08%	-58.08%
04-660-372	POSTAGE	79.99	1,582.32	.00	1,582.32	1,600	17.68	98.90%	1.11%
04-660-381	WATER USAGE	109.36	787.98	.00	787.98	620	167.98-	127.09%	-27.09%
04-660-382	WASTE WATER	59.15	709.80	.00	709.80	741	31.20	95.79%	4.21%
04-660-383	TELEPHONE SERVIC	.00	498.14	.00	498.14	900	401.86	55.35%	44.65%
04-660-384	SOLID WASTE DISP	.00	.00	.00	.00	618	618.00	.00	100.00%
04-660-410	GRANTS	384.98	7,489.31	.00	7,489.31	5,000	2,489.31-	149.79%	-49.79%
04-660-420	PROF FEES ATTORN	.00	.00	.00	.00	1,750	1,750.00	.00	100.00%
04-660-422	PROF FEES AUDITO	.00	1,500.00	.00	1,500.00	1,717	217.00	87.36%	12.64%
04-660-500	Asset Management	.00	.00	.00	.00	113	113.00	.00	100.00%
04-660-530	CAPITAL OUTLAY	1,364.84	2,347.84	.00	2,347.84	19,053	16,704.74	12.32%	87.68%



Account Number	Account Title	2023-23 Current Actual	2022-23 YTD Actual	2022-23 Open Encumbrances	2021-22 Received / Committed	2022-23 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-535	COLLECTIONS	14.37	17,014.62	.00	17,014.62	20,000	2,985.38	85.07%	14.93%
04-660-620	NATURAL GAS	15.45	359.07	.00	359.07	412	52.93	87.15%	12.85%
04-660-621	ELECTRICITY	376.44	4,364.16	.00	4,364.16	4,750	385.84	91.88%	8.12%
04-660-800	MISCELLANEOUS - L	75.70	111.70	.00	111.70	600	488.30	18.62%	81.38%
04-660-991	TRANSFER OUT	12,365.17	12,365.17	.00	12,365.17	.00	12,365.17-	.00	.00
Total MIDDLETON PUBLIC LIBRARY:		29,961.18	263,526.92	.00	263,526.92	303,578	40,051.08	86.81%	13.19%
Total Expenditure:		29,961.18	263,526.92	.00	263,526.92	303,578	40,051.08	86.81%	13.19%
SPECIAL REVENUE Revenue Total:		884.64	295,166.64	.00	295,166.64	303,578	8,411.36	97.23%	2.77%
Net Total SPECIAL REVENUE:		29,076.54-	31,639.72	.00	31,639.72	.00	31,639.72-	.00	.00
Total Asset:		.00	.00	.00	.00	.00	.00	.00	.00
Total Liability:		.00	.00	.00	.00	.00	.00	.00	.00
Total Equity:		.00	.00	.00	.00	.00	.00	.00	.00
Total Revenue:		884.64	295,166.64	.00	295,166.64	303,578	8,411.36	97.23%	2.77%
Total Expenditure:		29,961.18	263,526.92	.00	263,526.92	303,578	40,051.08	86.81%	13.19%
Net Grand Totals:		29,076.54-	31,639.72	.00	31,639.72	.00	31,639.72-	.00	.00

# Director's Report

## October 2023

	August	Sept	Oct
Physical Checkouts -see past years comparison at end of report	6723	6081	6045
Overdrive - Libby	802	770	814
New Physical Items Added	154	273	195
Physical Items Weeded	51	54	17
ILL Fulfilled	32	31	37
Computer Sessions	279	225	222
Boots Thru Door	3089	2711	2683
Non-Resident Cards Issued	8	8	8
New Resident Cards Issued	34	30	17

### October Programs & Outreach (**highlighted items are monthly**)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library  
*Attended: 126 Children, 96 Adults*
- **Literature in the Garden 10/3** - 11 Children, 4 Adults
- **STEAM Class 10/7**- 22 Children, 8 Adults
- Local Author Palooza – 10/14 – 25 authors, 52 Children, 47 Adults
- Local Author David Fyke 10/17 – 33 Adults
- **Pre-K/K Literacy Class 10/21** – 4 Children, 3 Adults
- **Adult Gardening Class 10/24** – 7 Adults
- Gaming Friday Funday – 10/27 – 8 Children, 3 Adults
- Movie at the Library – 10/27 – 10 Children, 4 Adults
- Pumpkin Decorating Contest – 10/13/10/27 – 29 Children, 5 Adults

### Upcoming Programs November (in addition to monthly programs)

- Local Author Wendy Ann Mattox - 11/3– 1-3pm

### Library Total Physical Item Checkouts by Month-Multiple Year Comparison

<b>21-Jan</b>	<b>21-Feb</b>	<b>21-Mar</b>	<b>21-Apr</b>	<b>21-May</b>	<b>21-Jun</b>	<b>21-Jul</b>	<b>21-Aug</b>	<b>21-Sep</b>	<b>21-Oct</b>	<b>20-Nov</b>	<b>20-Dec</b>
3298	4160	4890	4784	4265	7882	6658	5835	4523	4194	4557	4117
<b>22-Jan</b>	<b>22-Feb</b>	<b>22-Mar</b>	<b>22-Apr</b>	<b>22-May</b>	<b>22-Jun</b>	<b>22-Jul</b>	<b>22-Aug</b>	<b>22-Sep</b>	<b>22-Oct</b>	<b>21-Nov</b>	<b>21-Dec</b>
4524	4523	5729	5501	5121	8086	7107	6532	5612	5402	4685	4432
<b>23-Jan</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>23-Apr</b>	<b>23-May</b>	<b>23-Jun</b>	<b>23-Jul</b>	<b>23-Aug</b>	<b>23-Sep</b>	<b>23-Oct</b>	<b>22-Nov</b>	<b>22-Dec</b>
5964	5799	6714	5630	5998	7444	7436	6723	6081	6045	5622	5025

## 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 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. 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. Unless excused by the Board, missing three regular meetings without first notifying The Board or Library Director will result in dismissal.

###### 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 vacancies on the Board shall be reported to the City Council within 5 working days by the Board 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

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, device, or with the terms and conditions of the gift, device, 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 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.

### **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.

### **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 of more than one officer being absent the Vice-Chair shall assign another board trustee to assume of the offices for that time.

### **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.

## **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.

### **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**

Meeting Records shall be approved at a Regular Board meeting and signed or initialed by the board Chair upon adoption. 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 11/14/23.