

BYLAWS OF THE COEUR D'ALENE PUBLIC LIBRARY BOARD OF TRUSTEES

Article 1 – Name

This organization shall be called the “Board of Trustees of the Coeur d’Alene Public Library” existing by virtue of the provisions of Idaho Code Chapter 33-2601 through 33-2611 and under Coeur d’Alene Municipal Code section 2.44.010 through 2.44.030.

Article II – Membership

Section 1. Members of the Board of Trustees shall be appointed by the Mayor and City Council in accordance with Idaho Code 33-2604 and Coeur d’Alene Code 2.44.015.

Section 2. A vacancy shall be reported to the City Council within five days whenever a member dies, resigns, or moves out of the city limits.

Section 3. By accepting appointment to the board, trustees agree to attend a minimum of three-fourths of the regularly-scheduled monthly board meetings annually. Missing three consecutive regular monthly board meetings without an excuse acceptable to the board shall be regarded as failure to attend meetings as required by Idaho Code 33-2607(10) and a recommendation that the trustee be removed from the board shall be forwarded to the Mayor.

Section 4. Trustees agree to conduct business by the standards set forth in the Board of Trustee Ethics, Conduct and Responsibility Policy. Failure to comply with this policy, whether intentionally or unintentionally, may result in graduated discipline for that trustee. Disciplinary action shall be determined by a simple majority vote and may include any or more of the following, with consideration for the severity of the offense:

- 1) Censure – a written statement expressing formal disapproval.
- 2) Removal from subcommittee(s) or as chair of a subcommittee.
- 3) Removal as an officer of the board.
- 4) Removal of other assignments or privileges (e.g., public speaking, representing library at an event).
- 5) Request to City Council for removal from board (requires unanimous council vote – Idaho Code 33-2605).

Article III – Officers

Section 1. The officers shall be a chair and a vice chair, elected from the appointed trustees at the annual meeting of the board to be held each January. The library director shall act as secretary and treasurer for the board but shall have no vote.

Section 2. A nominating committee shall be appointed by the chair at least one month prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting in January at which they are elected and until their successors are duly elected. An officer may be elected to succeed that person.

Section 4. The chair shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and perform all duties associated with that office.

Section 5. The vice chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.

Section 6. The library director shall keep a true and accurate record of all meetings of the board, shall issue notice at least five (5) days before all regular and two (2) days before special meetings, and shall perform such other duties as are generally associated with that office.

Article IV – Meetings

Section 1. The regular meetings shall be held on a uniform day each month, the day and hour to be set by the board at its annual meeting, unless otherwise ordered by the board.

Section 2. The annual meeting, which shall be held for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

- 1) Call to Order
- 2) Public Comment
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Approval of Financial Reports
- 6) Director's Report
- 7) Committee and Other Reports
- 8) Unfinished Business
- 9) New Business
- 10) Adjournment

Section 4. Special meetings may be called by the director at the direction of the chair, or at the request of two (2) board members, for the transaction of business as stated in the call for the meeting. Two (2) days written notice shall be given to call a special meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three (3) voting members of the board present in person. Participation by teleconferencing shall constitute “present in person,” provided the meeting is conducted in conformance with Idaho Code 67-2342(5).

Section 6. Proceedings of all meetings shall be governed by Robert’s Rules of Order, except as otherwise provided in this document.

Section 7. The Board of Trustees works for the citizens and stakeholders of the city, and community input can assist the board in meeting the challenge of continuous improvement. Citizens and stakeholders may speak or have a written or oral testimony read on their behalf during the public comment section of meetings. The following reasonable restrictions will apply:

- 1) Citizens and stakeholders providing public comment shall state their full name and city of residence.
- 2) Speakers shall indicate their intention to give public comment to the Library Director or on the provided sign-in sheet prior the commencement of the meeting. Speakers are limited to three (3) minutes.
- 3) Written or oral testimonies should be submitted to the library director by email or phone the day before the scheduled meeting.
- 4) Groups representing a consistent viewpoint are strongly encouraged to select one (1) spokesperson.
- 5) Board members may seek clarification at the conclusion of public comment but will only take official action for those items listed on the meeting agenda.

Article V – Trustee Powers and Duties

Section 1. The board of trustees shall have the following powers and duties as provided in Idaho Code 33-2607:

- 1) To establish bylaws for its own governance;
- 2) To establish policies and rules of use for the governance of the library or libraries under its control; to exclude from the use of the library any and all persons who violate such rules;
- 3) To establish, locate, maintain and have custody of libraries to serve the city, and to provide suitable rooms, structures, facilities, furniture, apparatus and appliances necessary for library service;
- 4) With the approval of the city:
 - a. To acquire real property by purchase, gift, devise, lease or otherwise;
 - b. To own and hold real and personal property and to construct buildings for the use and purposes of the library;

- c. To sell, exchange or otherwise dispose of real or personal property when no longer required by the library; and
 - d. To insure the real and personal property of the library.
- 5) To prepare and adopt a budget for review and approval by the city council;
 - 6) To control the expenditures of money budgeted for the library;
 - 7) To accept or decline gifts of money or personal property, in accordance with the library policy, and under such terms as may be a condition of the gift;
 - 8) To hire, supervise and evaluate the library director;
 - 9) To establish policies for the purchase and distribution of library materials;
 - 10) To attend all meetings of the board of trustees;
 - 11) To maintain legal records of all board business;
 - 12) To exercise such powers, not inconsistent with law, necessary for the orderly and efficient management of the library.

Section 2. The board of trustees shall submit a comprehensive monthly report not later than thirty (30) days following the end of each month to the City Council, as required by city ordinance. Such reports shall include various sums of money received and their sources, expenditures, number of items added and deleted plus general circulation and program information, and other such information as they may deem of general interest and as the Council may require.

Article VI – Library Director

As provided in Idaho Code 33-2608, the board of trustees shall appoint the library director, who shall serve at the pleasure of the board and is supervised and evaluated by the board. The library director shall advise the board, implement policy set by the board, supervise all library staff and shall acquire library materials, equipment and supplies. The library director shall attend all board meetings but shall not vote. With the recommendation of the library director, the board shall hire other library employees as may be necessary for the operation of the library in accordance with city policies and procedures. These employees shall be employees of the city and subject to the city's personnel policies and classifications unless otherwise provided by city ordinance. As provided in the city's personnel policies, for city organizational purposes, the library director coordinates with and reports to the city administrator. The library director may be terminated by the library board of trustees after consultation with the city attorney, human resources director, and city administrator.

Article VII – General

Section 1. An affirmative vote of the majority of trustees' present shall be necessary to approve any action before the board. The chair shall vote.

Section 2. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be

taken only at a meeting at which at least three members of the board shall be present and three of those present shall so approve.

Article VIII – Amendments

These bylaws may be amended by a simple majority vote of all members of the board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been distributed to all members at least two weeks prior to the meeting at which such action is proposed to be taken.

Jim Windisch
Trustee's Signature

1/22/25
Date

Jim Windisch
Trustee's Printed Name

Ruth Pratt
Trustee's Signature

1/22/25
Date

Ruth Pratt
Trustee's Printed Name

Kathleen Saylor
Trustee's Signature

1/22/2025
Date

Kathleen Saylor
Trustee's Printed Name

Stephen B. McCreary
Trustee's Signature

1/22/2025
Date

STEPHEN B MCCREA
Trustee's Printed Name

Revised: March 2004, August 2015, January 2021, August 2022, November 2022, January 2025