

Board Bylaws

“The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment.”

ARTICLE I – NAME

This organization shall be called “The Board of Directors of the R. E. Rawlins Municipal Library” existing by virtue of the provisions of Chapter 14-2 of the South Dakota Compiled Laws (1975 revision and 1977 supplement) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.”

ARTICLE II – OFFICERS

Section 1. Appointment of Trustees

The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. The officers shall be a chairperson and a vice-chairperson. Trustees shall hold an active membership with the Rawlins Municipal Library to ensure alignment with the library’s mission and personal investment in its decisions.

Section 2. Terms of Service

Officers shall serve a term of three years; new appointments shall be for a term of three years or to complete an un-expired term. Members may serve for not more than two successive terms. Vacancies are filled by the City Commission upon recommendation by the Library Board of Directors.

Section 3. Election of Officers

The Board shall choose one member to act as chairperson for one year and one member to act as vicechair for one year. In the absence of the chairperson, the vice-chair shall oversee the meeting; in the absence of the chairperson and the vice-chair, the Board shall elect a person to oversee that meeting.

Section 4. Duties of Officers

The Chairperson shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, shall certify all bills approved by the board, and generally perform all duties associated with that office. The vice chairperson shall, in the absence of the chairperson, exercise the chairperson’s functions.

Section 5. Responsibilities of the Library Board

The Library Board is responsible for presenting the library’s annual budget to the City Commission; for safe-guarding the finances of the library; for providing accommodations for the public library; for appointing the librarian; for acceptance of gifts; for the rules and regulations of the library; for contracting with other agencies for interlibrary service; and for submitting an annual report to the South Dakota State Library.

Section 6. Travel Reimbursement

Board members may be reimbursed for expenses incurred in travel to workshops, conventions, etc. in accordance with Section 6.6.2 of the City of Pierre Personnel Policy Manual.

ARTICLE III – Meetings

Section 1. Meeting Requirements and Attendance Policy

The Library Board shall meet a minimum of once during each quarter of the year, with monthly meetings recommended. Special meetings may be called by the chairperson or any other two Board members on twenty-four hours advance notice, for the transaction of business as stated in the call for the meeting. Trustees are strongly encouraged to attend meetings as it is vital for the board to have a quorum.

Section 2. Quorum

A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 3. Conduct of Meetings

Robert's Rules of Order shall govern proceedings of all meetings.

ARTICLE IV – Library Director and Staff

Section 1. Appointment and Responsibilities

The Library Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall be held responsible for:

- The proper direction and supervision of the staff.
- The care and maintenance of library property.
- An adequate and proper selection of books and other materials in keeping with the stated policy of the board.
- The efficiency of library service to the public.
- The financial operation of the library within the limitations of the budgeted appropriation.

Section 2. Staff Appointments and Duties

The director shall appoint and specify the duties of other employees with the consent of the city manager.

Section 3. Reports and Records

The librarian shall:

- Prepare and submit any and all reports requested by the board as required by law.
- Issue notices of all regular meetings and, on the authorization of the chairperson, all special meetings.
- Have custody of the minutes and other records of the board.
- Be responsible for maintaining a complete set of minutes and other records on permanent file at the library.
- Certify all bills.
- Notify the city commission of any vacancies on the board.
- Attend all board meetings and serve as its secretary.

ARTICLE V - General

Section 1. Voting Requirements

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move or second a proposal before the board.

Section 2. Amendment of By-Laws

The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been presented to all members at least 10 days prior to the meeting at which such action is purposed to be taken.

Approved by Rawlins Municipal Library Board of Trustees June 26, 2017

Reapproved by Rawlins Municipal Library Board of Trustees March 6, 2023

Reapproved by the Rawlins Municipal Library Board of Trustees February 26, 2024

Reapproved by the Rawlins Municipal Library Board of Trustees February 25, 2025