

**CHAPTER 1
LIBRARY BOARD**

SECTION:

- 2-1-1: Establishment
- 2-1-2: Purpose
- 2-1-3: Duties
- 2-1-4: Organization
- 2-1-5: Term of Office
- 2-1-6: Removal
- 2-1-7: Vacancy
- 2-1-8: Attendance
- 2-1-9: Open Meetings
- 2-1-10: Minutes
- 2-1-11: No Compensation
- 2-1-12: Exclusive Control of Library Funds and Property
- 2-1-13: Reports of Trustees
- 2-1-14: Library to be Free
- 2-1-15: Library Employees

2-1-1: ESTABLISHMENT: The Idaho Falls Library Board of Trustees (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint a Board of five (5) Library trustees for the Library.

2-1-2: PURPOSE: In a non-partisan manner, the Library promotes the establishment and development of free library service for all City residents and assures an informed electorate by enabling the provision of free local library service, in the present and in the future, to children in their formative years and to adults for their continuing education, subject to such reasonable rules and regulations as the Board may find necessary to adopt.

2-1-3: DUTIES: The Board of the Library shall have the following duties:

- A. To establish bylaws for its own governance;
- B. 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;
- C. 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;
- D. With the approval of the Council:
 - 1. to acquire real property by purchase, gift, devise, lease or otherwise;

2. to own and hold real and personal property and to construct buildings for the use and purposes of the Library;
 3. to sell, exchange or otherwise dispose of real or personal property when no longer required by the Library; and
 4. to insure the real and personal property of the Library;
- E. To prepare and adopt a budget for review and approval by the Council;
 - F. To control the expenditures of money budgeted for the Library;
 - G. To accept or decline gifts of money or personal property, in accordance with Library policy, and under such terms as may be a condition of the gift;
 - H. To hire, supervise and evaluate the Library Director;
 - I. To establish policies for the purchase and distribution of Library materials;
 - J. To attend all meetings of the Board;
 - K. To maintain legal records of all Board business; and
 - L. To exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

2-1-4: ORGANIZATION: Every Board trustee shall be a resident of the City. A member of the Council, the Mayor, or an appointed officer of the City shall not be one (1) of the five (5) appointed trustees of the Board, but each year, the Council shall appoint one (1) of its members to be a liaison to the Board, without voting rights. Appointment to the Board shall be made solely upon consideration of the ability of such appointees to serve the interests of the people, without regard to sex, age, race, nationality, religion, disability, political affiliation, sexual orientation, or gender identity/expression.

2-1-5: TERM OF OFFICE: A Board trustee shall hold office for five (5) years. The term of a trustee shall run from January 1 through December 31. The term of not more than one (1) Board member shall expire in any one (1) calendar year. Appointments to complete unexpired terms shall be for the remainder of the term only.

2-1-6: REMOVAL: Any trustee may be removed by the Council by the unanimous vote of all its members.

2-1-7: VACANCY: The Board shall report all vacancies to the Mayor within five (5) working days. All appointments to fill vacancies shall be made in the same manner as appointments are originally made.

2-1-8: ATTENDANCE: Three (3) trustees of the Board shall constitute a quorum for the purpose of conducting business. All actions by the Board shall require an affirmative vote of at least three (3) trustees.

2-1-9: OPEN MEETINGS: All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-1-10: MINUTES: The Board shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-1-11: NO COMPENSATION: Board members shall receive no compensation for their service on the Board, but may receive their actual and necessary budgeted expenses while engaged in authorized business of the Library.

2-1-12: EXCLUSIVE CONTROL OF LIBRARY FUNDS AND PROPERTY: The Board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indicating what support and maintenance of the Library will be required for review and approval by the Council for the ensuing year.

All funds for the Library shall be in the custody of the City Treasurer and shall be used only for Library purposes. The Board shall have control of Library expenditures. Money shall be paid for Library purposes, only upon properly authenticated vouchers of the Board. The Board shall not make expenditures or incur indebtedness in any year in excess of the amount appropriated for Library purposes. The Board may hold a separate checking account to be used to pay petty cash expenses of the Library. This account shall be audited along with other Library funds.

2-1-13: REPORTS OF TRUSTEES: The Board shall annually, not later than the first day of January, file with the State Library Board, a report of the operation of the Library for the fiscal year just ended. The report shall be of such form and contain such information as the State Library Board may require, but in all cases, must include a complete accounting of all financial transactions for the fiscal year being reported. The Board shall also report to the Council and Mayor as requested or required.

2-1-14: LIBRARY TO BE FREE: The Library shall be free for the use of the inhabitants of the City; provided, however, nothing herein shall prohibit the charging of any fee for use by persons who do not reside within the City. Nothing herein shall prevent the execution of any contract with any school district, library district, county or other governmental unit whose service area or territory is located wholly or partially outside the City, for the purpose of providing Library services to non-residents residing within such governmental units. Nothing herein shall prohibit the charging of any reasonable fee for: (i) interlibrary loan services or line service charges, or (ii) use of computer equipment, peripheral devices, software, audio-visual or video equipment, microfilm or microfiche devices; fax machines, photocopiers, printers, or other electronic equipment or devices not customarily used or associated with the use of printed media, or (iii)

for the temporary use of any room or facility in the Library for group meetings or any other purpose other than for reading or general use of Library services, equipment or facilities.

2-1-15: LIBRARY EMPLOYEES: With the recommendation of the Library Director, the Board shall budget to hire employees, as may be necessary for the operation of the Library in accordance with City policies and procedures. The Library Director shall hire or oversee the hiring of all Library employees (other than the Library Director) based on policies, procedures, and job descriptions of the City. Library employees shall be considered employees of the City and shall be subject to the Personnel Policy, classifications, and other rules, regulations and ordinances adopted by the Council.