

**BY-LAWS FOR THE GOVERNMENT OF THE BOARD OF TRUSTEES  
OF THE RED LODGE CARNEGIE LIBRARY**

1. The Board operates in accordance with Montana Code Annotated 22.1.3 and follows all Public Library Standards as set by the Montana State Library Commission.
2. The Board shall be composed of five trustees appointed by the Red Lodge Mayor and City Council.
3. The elected officers of the Board shall be: a Chair and a Treasurer. The Treasurer will serve as Vice Chair. Officers shall be elected at the first regular meeting in each fiscal year and shall remain in office until their successors are elected and qualified. Their terms of office shall be for one year. The duties of all officers shall be such as custom and law dictate in accordance with their titles. All officers shall be voting members.
4. The Library Director shall be an ex-officio member of the Board and serve as Secretary.
5. A member of the Red Lodge City Council, as appointed by the Mayor, shall serve as a non-voting liaison to the Red Lodge Carnegie Library Board of Trustees.
6. Regular meetings shall be held monthly on a date, at a time and in a place determined by the trustees in each fiscal year and published publicly. A quorum is considered to be three or more of the five appointed trustees.
7. Special meetings may be held at any time at the call of the Chair or Library Director or at the call of any two trustees of the Board, provided that notice thereof is given one week in advance. Emergency meetings may be called provided all trustees are contacted.
8. The Chair may appoint Standing and Special Committees as needed. The chair of each committee shall be a trustee and will report to the Board.
9. The order of business at all regular meetings of the Board shall be as follows:
  - i. Approval of minutes
  - ii. Treasurer's report and Action on invoices
  - iii. Library Director's report
  - iv. Committee reports
  - v. Old business (including a monthly review of the annual operational goals)
  - vi. Policy review
  - vii. New business
10. Roberts' Rules of Order shall govern the parliamentary procedure of the board as needed.
11. Trustees are expected to be familiar with the Trustee Job Description and its attendant responsibilities and to attend all meetings. Absences will be excused providing the trustee contacts the Chair or Library Director prior to the meeting. If a trustee has two unexcused consecutive meetings with a total of four absences for the year, it will be recommended to the Red Lodge Mayor that a replacement be appointed.
12. The Library Director shall be evaluated annually by the Board. A copy of the performance review will be submitted to the Red Lodge Mayor on a yearly basis.
13. On an annual basis, the Board will develop operational goals in accordance with the Red Lodge Carnegie Library Strategic Plan and will review them monthly.
14. The Board will conduct an annual review of itself with respect to the operational goals and Trustee Job Description.
15. Trustees may not vote by proxy, but they may participate in votes electronically.
16. Amendments to these by-laws may be proposed at any regular meeting but may become effective only after a unanimous vote at the next regular meeting.