

**BYLAWS OF THE HAINES BOROUGH PUBLIC LIBRARY
ADVISORY BOARD**

ARTICLE I

The name of the organization shall be Haines Borough Public Library Advisory Board.

ARTICLE II

The purpose of the organization shall be to oversee the public library in the Haines Borough.

ARTICLE III

Use of the library shall be open to residents, nonresidents, and visitors of the Haines Borough.

ARTICLE IV

Appropriate hours of operation shall be set by the board according to the needs of the community.

ARTICLE V

- A. Haines Borough Public Library Advisory Board members shall be appointed in accordance with Section 2.60.030 of the Haines Borough Code. The duties of the board shall be those expressed in Section 2.98.040 of the Haines Borough Code. According to Borough Code Section 2.98.050, the board should consist of 9 members who shall serve staggered terms with five members needed for a quorum. A majority vote of those present will be needed to pass a motion.
- A. Robert's Rules of Order shall serve as a basis for conducting meetings.
- B. The board shall formulate all general library policy and adhere to these policies.
- C. Regular board meetings shall be held each month.
- D. All meetings shall be open to the public except for a closed or executive session from which the public may be excluded as provided for under state law. (HBC 2.60.070)

ARTICLE VI

- The board shall, by majority vote, elect from its members a chairperson, a vice-chair, secretary, and treasurer in accordance with Borough code 2.98.060.
- A. Officers shall be elected by the board at the December meeting each year and take office in January.
- B. Chairperson duties are as follows:
- Call and conduct all regular and special meetings
 - Meet with the library director to make an agenda at least one week prior to a scheduled meeting
 - See that the agenda is e-mailed to board members.
 - Appoint standing and special committees.
 - Carry out the will of the board
 - Follow borough code
 - Monitor goals and objectives as set by the board.
 - Be a member of the personnel committee
 - Meet with the library director to review the evaluation summary
 - Set two personal goals for the library director for the following year.

- Submit copies of the library director's evaluation to the Borough Manager once board approval has been obtained.
- C. Vice-chairperson duties are as follows:
- Take over all duties in the absence of the chairperson
 - Act as secretary in the absence of the elected secretary. The secretary duties may be delegated if the vice-chairperson is acting as chairperson.
- D. In the absence of both the chairperson and vice-chairperson any board member may chair a meeting.
- E. Secretary duties are as follows:
- Keep an accurate account of all library board meetings
 - Submit a copy of the minutes to the library director at least eight days prior to a regularly scheduled meeting
 - Be responsible for all board correspondence and record keeping.
- F. Treasurer duties are as follows:
- Review the financial activity of the library
 - Give quarterly financial reports at board meetings.
 - Serve on the budget committee.

ARTICLE VII

Meetings may be called by the chairperson or by three or more members of the board.

- A. Notice of all regular meetings shall be posted in the manner set forth for the posting of assembly agendas in Haines Borough Code 2.08.060.
- B. Notice of special meetings shall be posted in the library at least one day before the special meeting.

ARTICLE VII

The members and officers of the Haines Borough Public Library Board of Trustees shall be self-indemnified and indemnified by the Haines Borough Assembly to the fullest extent permissible under the laws of the State of Alaska.

ARTICLE IX

These bylaws may be amended at any regular meeting of the board by a majority vote of those members present, provided the members have been given an opportunity to view the proposed changes in advance of the meeting. A copy of the bylaws and amendments shall be filed with the Haines Borough Office.

**Amended and Adopted by the Haines Borough Public Library Board of Trustees.
March 2017.**

Secretary

Date