

GENEVA PUBLIC LIBRARY BY-LAWS

ARTICLE I: Name

This organization shall be called "The Board of Trustees of the Geneva Public Library" existing by virtue of the provisions of Chapter 5 of the Laws of the State of Nebraska, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: Officers

Section 1. The officers shall be a president, a vice president, a secretary/treasurer, elected from among the appointed trustees.

Section 2. Nomination for officers shall be made from the floor.

Section 3. Officers shall serve until their successors are duly elected.

Section 4. If in attendance, the president shall preside at all meetings of the board. The president shall also authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting members of all committees, prepare and submit an annual budget, and generally perform all duties associated with that office.

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

Section 6. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, shall answer correspondence as directed by the board, and shall perform such other duties as are generally associated with that office. As treasurer also prepare vouchers for outstanding bills, and shall perform such other duties as are generally associated with that office. In the absence or inability of the secretary/ treasurer the duties shall be performed by such other members of the board as the president may designate. In the absence of both the president and vice president the secretary/treasurer shall preside at the meeting.

ARTICLE III: Meeting

Section 1. The regular meetings shall be held each month, on the last Tuesday at 5:30 P.M.

Section 2. 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:

- a) Roll call of members
- b) Disposition of minutes of previous regular meeting and any intervening special meeting
- c) Financial report and action on bills
- d) Librarian's report
- e) Other reports
- f) Communication/updates
- g) Building maintenance and repair
- h) Staff
- i) Materials / equipment / supplies
- j) Library programs / service / meetings
- k) Library Policy Budget
- l) Long-range planning
- m) Other unfinished business, new business, or public presentation to, or discussion with, the board
- o) Adjournment

Section 3. Special meetings may be called by the secretary at the direction of the president or at the direction of the librarian or at the request of two board members for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by the open meetings act as legislated by Neb. Rev. Statue Ch. 84 Article 14.

ARTICLE IV: Librarian and Staff

The boards shall appoint a qualified librarian who shall be the executive and administrative officers of the library on behalf of the board and under its review and direction. The librarian shall recommend to the board the appointment and specify the duties or other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of library materials, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim

authority to appoint without prior approval of the board provided that any such appointment shall be approved by the board at its next regular meeting.

ARTICLE V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purpose as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VI: General

Section 1. An affirmative vote of the majority of all members of the board providing written notice of the proposed amendment shall have been delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 2. The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws 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 four of the members of the board shall be present and four of those present shall so approve.

Revised 9-08