

c) Article III

- i) Regular monthly meetings of the Library Board shall be held at the Library Building on the first Monday in each calendar month at 6:00 p. m.
- ii) Special meetings may be called by the Chair or upon request of a majority of the members.
- iii) The Library Director shall prepare the agenda for each meeting.

d) Article IV

- i) The Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, and perform all other duties of presiding officer.
- ii) The Vice-Chair shall assume these duties if the chair is unable to serve.
- iii) The Secretary shall keep a true and accurate minute record of all proceedings of the Library Board, and these minutes should be available for public inspection within 10 working days.
- iv) The City Clerk shall have custody of the records of the Village Board.

e) Article V

- i) Special Committees for study and investigation of special problems and interests may be appointed by the Chair with the approval of the Board, from among members of the Board or patrons of the Library, or both, which committees shall serve until the completion of the work for which they were appointed, or until dissolved by action of the Board.

f) Article VI

- i) The Library Director shall be considered the executive officer of the Library Board and shall have sole charge of the administration of the Library under the direction and review of the Library Board.
 - (1) The Library Director shall be responsible for: purchase of books and library materials consistent with the policy determined by the Board, supervision of programs and services, personnel selection and management, financial records, presentation of a financial summary at each Library Board meeting, and attendance at all Library Board meetings.

g) Article VII

- i) The order of business at the regular meeting shall be as follows:
 - (1) CALL TO ORDER
 - (2) LIBRARY DIRECTOR'S REPORT
 - (a) Operations
 - (b) Statistics
 - (3) OTHER ITEMS OF BUSINESS
 - (4) CONSENT ITEMS
 - (a) Minutes
 - (b) Claims
 - (c) Monthly Budget Reports
 - (5) ADJOURNMENT

h) Article VIII