

## **C. B. Preston Memorial Library Bylaws**

### **Article I Identification**

This organization is the Board of Trustees of the C. B. Preston Memorial Library, located in Orleans Township, Harlan County, Orleans, Nebraska.

### **Article II Membership**

**Section 1.** The board is made up of five members who serve five years each appointment. Board members shall be chosen from the citizens of the Orleans Township and approved by both the township and library boards.

**Section 2.** Members shall be expected to attend all meetings except as they are prevented by a valid reason.

### **Article III Officers**

**Section 1.** The officers shall be a president, a vice president, and a secretary, elected at the July meeting of the board. The library accountant will serve as a treasurer and provide financial accounts for the meetings. No member shall hold more than one office at a time. Members may serve as long as they are willing. Office vacancies shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

**Section 2.** The president shall preside at meetings of the Board, appoint committees and organize special meetings. If a special meeting is called members need 24 hour notice.

**Section 3.** The vice president, in event of the absence of the president, shall assume and perform the duties of president.

**Section 4.** The secretary shall keep accurate minutes of all meetings of the board.

### **Article IV Meetings**

**Section 1.** Regular meetings shall be held the first Monday during the months of July, September, November, January, March and May at 6:00 p.m. at the Library unless the date falls on a holiday in which the following Monday will be the meeting date.

**Section 2.** The budget meeting shall be held during the regular July meeting.

**Section 3.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and posted at the library and the two public information bulletin boards in the Village of Orleans. The librarian shall maintain a current agenda for the board.

**Section 4.** Minutes of all meetings shall indicate board members present, all items of business, all motions, and the result of all votes taken.

**Section 5.** A quorum for the business meeting shall consist of three members of the board.

**Section 6.** All meetings shall be open to the public.

**Section 7.** Parliamentary procedure shall be followed at all meetings.

#### **Article V Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the Library is vested in the board which has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The board shall approve the budget and make sure adequate funds are provided to finance the approved budget.

**Section 4.** The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and audit and approve all library expenditures.

**Section 5.** The board shall supervise the maintenance of buildings and physical needs of the library.

**Section 6.** The board shall be informed of library trends, and public needs and maintain good public relations.

**Section 7.** The board shall submit the required reports to State and local authorities.

#### **Article VI Library Director**

The library director shall be appointed by the board and shall be responsible to the board. The library director shall be considered the executive officer of the library under the direction and review of the board and subject to the policies established by the board. The director shall act as an advisor to the board and attend all board meetings but have no vote.

#### **Article VII Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the C. B. Preston Memorial Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated, has a substantial financial interest.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

### **Article VIII General**

**Section 1.** An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president votes only in case of a tie decision.

**Section 2.** These bylaws may be amended at any regular meeting of the board by majority vote of all members of the board.

Adopted by the Board of Trustees of the C. B. Preston Memorial Library on the \_\_\_\_\_ day of \_\_\_\_\_.