

RAVENNA PUBLIC LIBRARY BOARD

BY-LAWS

Article 1 – Name, Purpose

Section 1: The name of the organization shall be the Ravenna Public Library Board.

Section 2: The Ravenna Public Library Board is organized for the purpose of directing and overseeing the operation of the Ravenna Library.

Article II – Membership

Section 1: Membership shall consist only of the appointed members of the Ravenna Public Library Board, those members being appointed by the Mayor of Ravenna.

Article III – Annual and Regular Meetings

Section 1: Regular Meetings

The date of regular meetings shall be the second Tuesday of each month at 7:30 pm at the Ravenna Public Library unless the Board votes to hold the meeting at a different location or time.

Section 2: Notice

Notice of regular meeting shall be posted in three (3) locations in Ravenna, the Ravenna Post Office, Ravenna City Hall, and the Ravenna Public Library.

Notice of each meeting may also be given to each voting member personally, by regular mail or by e-mail no less than 5 days before the meeting.

Article IV – Library Board

Section 1: Board Role, Size, Compensation

The Board is responsible for the overall policy and direction of the Library, and delegates responsibilities of day-to-day operations to the Library Director.

The Board shall have up to five (5) and no fewer than five (5) members as specified by Nebraska Statutes.

The Board receives no compensation other than reasonable expenses.

Section 2: Board Elections

Election of new officers or election of current officers to a second year will occur as the first item of business at the January meeting. Officers will be elected by a majority vote of the board members. Officers may serve in the same position for two consecutive years only.

Section 3: Terms

All Board members shall serve four (4) year terms but are eligible for re-appointment. Members filling the vacancy of an out-going member will complete that member's term and then may serve a four-year term of their own. Members may serve a maximum of two (4) year terms.

Section 4: Quorum

A quorum must be attended by at least three-fifths (3/5) of the Board before business can be transacted or motions made or passed.

All Board members are eligible to cast votes during board meetings.

Section 5: Officers and Duties

There shall be three (3) officers of the Board consisting of a Chair, Vice Chair and Secretary. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-Chair and Secretary.

The Vice Chair will chair committees on special subjects as designated by the Board or at regular meetings in absence of the Chair.

The Secretary shall be responsible to oversee that the meeting minutes are distributed to each Board member and assure that corporate records are maintained.

The Library Director will serve as the Recording Secretary Ex-Officio (with no vote). The recording secretary will oversee the taking of the minutes at all Board meetings, distributing copies of minutes to each Board member, and the corporate records are maintained.

Section 6: By-Laws

When a vacancy on the Board exists, nominations for new members will be handled by the City Council and Mayor.

Section 7: Resignation, Termination or Absences

Resignation from the Board must be in writing and received by the Secretary and/or City Hall Clerk. A Board member shall be dropped for excess absences from the Board if he or she has had three unexcused absences from Board meetings in one year. A Board member may be removed for other reasons by a majority vote (3 members) of the remaining board.

Section 8: Special Meetings

Special meetings of the Board shall be called upon the request of the Chair and two-fifths (2/5) of the Board. Notices of Special meetings shall be sent out by the Library Director to each Board member at least 24 hours in advance.

Section 9: Voting

Voting may be done by phone or e-mail when an issue arises that needs the consensus of the Board but does not require a special meeting. All votes should be reported to the Secretary for inclusion in the Library minutes and all members should be made aware of the final tally of the voting as soon as the last member has responded.

Section 10: Hiring of Library Director

The Board has the authority to appoint the Library Director.

Article V – Committees

Section 1: The Board may create committees as needed, such as fundraising, housing, etc. The Board Chair appoints all committees.

Article VI – Financial Reporting

Section 1: The fiscal year shall be the same as that of the City of Ravenna.

Monthly reports are required to be submitted to the Board showing income, expenditures and pending income.

The financial records of the organization are public information and shall be available to the public.

Article VII – Amendments

Section 1: These By-Laws may be amended when necessary, by a three-fifths (3/5) majority of the Board. Proposed amendments must be submitted to the Library Director to be sent out with regular board announcements.

These By-Laws were approved at a meeting of the Ravenna Library Board on August 9, 2022.

Chair_____

Vice Chair_____

Secretary_____

Member_____

Member_____