



**Bayard Public Library
Board of Trustees
By-Laws**

Article I: Name

This organization shall be called: The Board of Trustees of the Bayard Public Library”, existing by virtue of the provisions of §§ 51-201 through 51-220 of the Neb. Rev. Stat. The Board of Trustees will exercise the powers, the authority, and assume the responsibilities delegated to it under said statute.

Article II: Officers

Section 1: The officers of this organization shall be Chairperson and Secretary, each elected from the appointed members of the Board of Trustees at the annual meeting.

Section 2: Nominations for the officers shall be made from the floor at the annual meeting.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected or until their successors are duly elected.

Section 4: The Chairperson shall preside at all meetings of the Board of Trustees, unless not in attendance. The Chairperson is authorized to execute all documents authorized by the Board of Trustees, and perform all duties associated with this office.

Section 5: In the event of the absence, disability, or vacancy of the Chairperson, the Board shall select a member to act as Vice-Chairperson in the absence of the Chairperson.

Section 6: The Secretary shall keep a true and accurate record of all meetings and transmit a copy of said records to the City Clerk at the City office, and perform such another duties as generally associated with this office.

Article III: Meetings

Section 1: The regular meetings shall be the first Friday of every Month, at 12:00 p.m., unless otherwise ordered by the Board of Trustees. All meeting shall be held at the City of Bayard Administrate Offices. A quorum for transaction of business at any meeting shall consist of three (3) Board of Trustees members.

Section 2: An agenda, kept current, shall be available to the public on a continuous basis for public inspection at the library. A copy of such agenda must be transmitted to the City Clerk no later than 24 hours before such meeting takes place.

Section 3: The Annual Meeting shall be held on the first Friday of January each year except when that day is January 1st. In that event, the annual meeting shall be on the 2nd Friday of January.

Section 4: The Library Board shall, on or before the second Monday in February of each year, make a report to the City Council of the condition of the library on the last day of the prior fiscal year. The report shall show all money received and credited or expended and the number of materials held, including books, video and audio materials, software programs and materials in other formats, the number of periodical subscriptions on record, including newspapers, the number of materials added and withdrawn from the collection during the year, and other statistical information and suggestions as the Library Board may deem of general interest to the City Council. The report shall be verified by affidavit of the proper officers of the Library Board.

Section 5: "Special Meetings" may be called by the President or two (2) Board of Trustees members for any purpose.

Section 6: The order of business at the regular meeting will be as follows:

1. Call to order
2. Acknowledgement of Open Meetings Act
3. Approval of minutes
4. Discussion & action (approval) Bills & Claims.
5. Library Director's report
6. Regular Business
7. Public Comment
8. Adjournment

Article IV: Library Director and Staff

Section 1: The Board of Trustees shall appoint a qualified library director who shall be the administrative officer of the library on behalf of the Board of Trustees and under its review and direction. The Director shall be responsible for but not limited to the following in the execution of their duties:

1. The proper direction, training, and supervision of staff;
2. The care and maintenance of the library property;
3. The adequate and proper selection of books;
4. The efficiency of library services to the public;
5. The financial operations within the limitations of the approved budget.

Section 2: The Board of Trustees shall hire, review, reprimand, and terminate all support staff of the library whenever necessary. The Director of the Library will provide feedback concerning library employee to the Board of Trustees upon request.

Section 3: The Board of Trustees shall provide a written job description for all staff positions at the library.

Article V: General

Section 1: The By-Laws may be amended by the majority vote of Board of Trustees. All such amendments must be introduced first, then lay-over for 30 days. A public hearing must take place at the next regular meeting before such amendments may be adopted.

Section 2: The Board of Trustees shall enact polices to manage the library.

Section 3: The Board of Trustees shall provide a written budget request to the City Treasurer by June 1st of each year for the ensuing fiscal year.

Approved and adopted this 5th day of May, 2017.


Chairperson

Attest:


Secretary