

Amended and Adopted September 1st, 2014

Article 1:

The Library Board shall consist of five members appointed as provide in chapter 2, article 2 of the Municipal Code of the City of Syracuse, Nebraska who shall hold the title of Trustees: The terms of Trustee are four years from after the first day of July of the year in which the Trustees shall have been appointed. Three Trustees shall constitute a quorum. Trustees who are absent for three consecutive meeting or who fail to attend 2/3 of the regular meetings in any 12 month period may be dropped from membership. The Chair of the Board will request a replacement Trustee from the appropriate authority said Trustee to begin immediately to complete the term of office of the Trustee he or she replaces.

Article 2:

The Trustees at their first meeting in July of each year, shall organize by electing one of the number Chair, one Vice-Chair, and one Secretary. Duties of each position shall be reviewed before the election.

Article 3:

Regular monthly meetings of the Library Board shall be held at the Library Building on the first Monday in each calendar month at the time posted. Special meetings may be called by the Chair or upon request of a majority of the members. The Library Director shall prepare the agenda for each meeting.

Article 4:

The Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, and perform all other duties of presiding officer. The Vice-Chair shall assume these duties if the chair is unable to serve. 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.

Article 5:

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 serve until the completion of the work for which they were appointed, or until dissolve by action of the board.

Article 6:

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. 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 and presentation of a financial summary at each Board meeting, and attendance at all Board meetings.

Article 7:

The order of business at the regular meeting shall be as follows:

CALL TO ORDER

LIBRARY DIRECTOR'S REPORT

 Programs

 Operations

 Statistics

OTHER ITEMS OF BUSINESS

CONSENT ITEMS

Minutes

Claims

Monthly Budget Reports

ADJOURNMENT

Article 8:

At a regular meeting in May of each year, the Board shall prepare a budget for the fiscal year. Commencing the first day of October to be presented to the Mayor and City Council of Syracuse, Nebraska immediately thereafter.

Article 9:

These By-Laws may be amended at any regular meeting of the Library Board by a three-fifths vote of the total membership, provided that written notice was given to each member at least two days prior to the meeting. These By-Laws may be amended at any time by the unanimous vote of the Board without prior notice.

Article 10:

These By-Laws shall amend and supersede all By-Laws at anytime heretofore adopted by the Library Board, all of which prior By-Laws are hereby repealed.