

Norelius Community Library

ADMINISTRATIVE RULES & BY-LAWS

I. OFFICERS

Officers of the Board of Library Trustees shall be president, vice president, and secretary.

I. ELECTION

- A. The offices of president, vice president and secretary shall be elected by ballot at the annual meeting of the Board held in January for a term of one year starting in July. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs. The ballot shall be either oral or written.
- B. Library Board Officers shall be limited to no more than two (2) successive terms in the same elected position. This limitation will not restrict a Board member from being elected to serve in other positions as an officer, so long as no single office is held for more than two (2) consecutive years.

III. MEETINGS

The president shall preside at meetings of the Board of Trustees. In the absence of the president, the vice president will preside. The secretary shall take minutes of the meetings and maintain them in a permanent file. In addition to the foregoing duties, each officer shall perform the duties that by custom and law and the rules of this Board usually devolve upon such officers.

The Board shall keep a record of its proceedings and the minutes will indicate that each member's vote is properly recorded on all motions.

Members of the Board of Trustees shall receive no compensation for their services. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of Library business.

The Board of Trustees shall meet the third Thursday of each month at 5:15 p.m. At least 24 hours' notice of such meetings will be given as required by the Open Meetings Law, unless there is an emergency situation. In the event a meeting is held on less than 24 hours' notice, there will be an annotation in the minutes of the emergency which required waiver of the 24-hour rule, and the local media will be notified. Before the regular January meeting, the annual meeting will be held. December is designated the budget planning meeting.

The agenda for monthly and annual meetings shall be publicized in the media and at the Library.

The agenda and printed Library reports are made available to Board members at least one day in advance of the meeting.

Special meetings may be called by the president or upon written request of three members, for the transaction of business as stated in the call. It is recommended that a notice stating the time and place of any special meeting and the purpose for which called shall be posted in the Library and given each member at least twenty-four (24) hours in advance of such meeting.

A quorum for transaction of business shall consist of four members. Items on the agenda shall include:

- Call to order
- Approval of minutes
- Approval of bills
- Monthly circulation report
- Public comment

Correspondence
Library Director's report
Committee reports
Old business
New business
Adjournment

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

The date of the monthly board meeting is the date generally used to compile records, the librarian's report, statistics, etc. for the agenda of the Board of Trustees meeting. However, bills are presented for the entire month.

The Library Director shall attend all Library Board meetings except those at which his/her appointment, salary, or performance is to be discussed or decided; however, the Library Director does not have power to vote.

IV. COMMITTEES

The president of the Board of Trustees shall appoint four (5) standing committees annually: the Public Relations Committee; the Finance Committee; the Book and Policies Committee, the Facilities Committee and the Technology Committee.

The Public Relations Committee is responsible for communicating Library and Board activities and policies to the public; for providing liaison with Denison Library Friends; and for conducting surveys of the library's service area as needed.

The Finance Committee is responsible for preparing the annual budget request with the assistance of the Library Director; for communicating the budget request to the City of Denison and to the Crawford County Board of Supervisors; and for resolving questions from the Library Director regarding finances.

The Book and Policy Committee annually reviews the library's policies and by-laws; reviews gifts, memorials and bequests; reviews monthly purchases of materials to be added to the collection; and makes decisions on placement of memorial plaques on donated items.

The Facilities Committee conducts an annual inspection of the Library building and grounds; recommends land acquisitions; and supervises redecorating and landscaping.

The Technology Committee exists to advise the Library Director and the board on information technology issues and activities, bringing their expertise, experience, and expression of community concerns on all related matters, as appropriate, to the attention of the director and the Board.

V. SALARIES

The Board of Trustees shall set the salary and merit increases for the Library Director. The Library Director shall recommend any merit increases for the Library staff. The Board of Trustees shall review all salaries annually.

VI. AMENDMENT

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.