**PAWNEE CITY PUBLIC LIBRARY BOARD BY-LAWS**

**ARTICLE I. NAME**

This organization shall be called “The Pawnee City Public Library Board” existing by virtue of the provisions of Chapter 51 of the Laws of the State of Nebraska. (see **NEBRASKA LAWS PERTAIINING TO LIBRARIES AND LIBRARY OPERATION)** and exercising the powers and authority and assuming the responsibilities delegated to it under the said Statute**.**

**ARTICLE II. OFFICERS AND MEMBERS**

Section 1. The board shall consist of five members who shall be residents of the Municipality.

Section 2. The members of the Library Board shall serve a four (4) year term.

Section 3. The officers shall be a president, a vice president, and a secretary elected from among the appointed trustees at the annual meeting of the board.

Section 4. Nominations for officers shall be made from the floor at the annual meeting.

Section 5. If in attendance, the president shall preside at all meetings of the board. The president shall also authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, prepare and submit an annual report, and generally perform all duties associated with that office.

Section 6. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 7. The secretary shall; keep a true and accurate record of all meetings of the board and to file the same with the Municipal Clerk where they shall be available for public inspection, shall issue notice of all regular meetings and special meetings, shall answer correspondence as directed by the board, and shall perform such other duties as are generally associated with that office.

**ARTICLE III. MEETING**

Section 1. The regular meeting shall be held every first Monday of the month unless notified otherwise.

Section2. the annual meeting, which shall be for the purpose of the election of officers and the adoption of annual reports, shall be held at the time of the regular meeting in October of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

1. Roll call of members
2. Disposition of minutes of previous regular meeting and any intervening special meeting\
3. Financial report
4. Librarian’s statistical report and previous month’s calendar
5. Other reports
6. Communications/updates
7. Building maintenance and repair
8. Staff
9. Materials/Equipment/Supplies
10. Library programs/Services/Meetings
11. Library Policy/Budget
12. Long-range planning
13. Other unfinished business, new business, or public presentation to, or discussion with, the board
14. Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president or at the direction of the library director or at the request of 2 board members for the transaction of business as stated in the call for the meeting.

Section 5 A quorum for the transaction of business at any meeting shall consist of 3 members of the board present in person, by telephone, or by Skype.

Section 6. Conduct of meeting: Proceedings of all meetings shall be governed by ROBERT’S RULE OF ORDER.

**ARTICLE IV. LIBRARY DIRECTOR AND STAFF**

Section 1. the board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction.

Section 2. the director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Section 3. Incase of part-time or temporary employees the director shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be approved by the board at its next regular meeting.

**ARTICLE V. COMMITTEES**

Section 1. the president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. Any rule or resolution of the board, whether contained in these by-laws or therwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least four (4) of the members of the board shall be present and four (4) of those present shall so approve.

Section3. Board member dues to library associations and their expenses for attendance at appropriate workshops will be paid from library funds.

The work Carnegie was removed from text above as approved and adopted by the Pawnee City Public Library Board, September 8, 2011.

These above said measures were adopted by the Pawnee City Public Library Board on April 27, 1988, and revised October 21, l996, April 15, 2013, and April 7, 2014