

BY-LAWS OF THE
MORTON-JAMES PUBLIC LIBRARY BOARD

ARTICLE I: NAME

This organization shall be called; "The Morton-James Public Library Board." The board exists by virtue of the provisions of Section 51-201 et seq. of the Revised Statutes of the State of Nebraska and of Chapter 20 of the City Code of Nebraska City, Nebraska. The board shall exercise the powers and authority and assume the responsibilities delegated to it under said Statutes and Code.

ARTICLE II: MEMBERS OF THE BOARD

- Section 1: The Board shall be composed of five (5) members who are to be appointed for individual terms of four (4) years, by the Mayor and Council of the City of Nebraska City, pursuant to law.
- Section 2: The members' terms shall be staggered to provide for continuity in policy and orderly transition of membership.
- Section 3: In the event of vacancies due to resignation, removal or otherwise, the Mayor and Council of the City of Nebraska City, shall fill such vacancy for the unexpired term pursuant to law.
- Section 4: Any Board member that fails to attend three (3) consecutive meetings without a valid reason (personal or family emergency) will be asked to resign or will be removed from the Board.

ARTICLE III: OFFICERS AND THEIR DUTIES

- Section 1: The officers of the Board shall be a President, a Vice-President and Secretary and such other officers as may be deemed necessary who shall be elected from among the appointed Directors. (Amended 6/18)
- Section 2: It shall be the duty of the President to preside at all meetings of the Board, to appoint Board members to standing committees, subject to the approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.
- Section 3: The Vice-President shall preside at all meetings of the board in the absence of the president, and carry out such other duties as the Board or these By-Laws may impose. (Amended 6/18)
- Section 4: Secretary duties include taking minutes during monthly Board meetings and submitting such minutes to Library Director to distribute. (Amended 6/18)
- Section 5: All funds set apart for the use of the Library shall be drawn upon and paid out by the Treasurer of the City of Nebraska City upon a written voucher list signed by the President and the Vice-President of the Board. A list of such vouchers shall be reviewed by the

Board at the monthly meeting following the request for payment.
(Amended 6/18)

Section 6: Should both the President and the Vice-President be absent from any meeting of the Board, the Secretary shall be selected to preside at the meeting and another member shall take minutes. (Amended 6/18)

Section 7: In the event of the death, resignation, or disability of the President, the Vice-President shall assume the duties of the office of President until a new President is elected. The Secretary shall be appointed to act as Vice-President until another member is elected. (Amended 6/18)

ARTICLE IV: TERMS OF OFFICE AND ELECTIONS

The officers shall be elected annually at the regularly scheduled meeting of the board in the month of July. The newly elected officers shall assume the responsibilities of their offices effective August 1, of the ensuing year and shall serve for the fiscal year, and thereafter, if necessary, until the successors shall have been elected.

ARTICLE V: MEETINGS

Section 1: Regular meetings of the Board shall be held on the second Wednesday of each month at the Morton-James Public Library. The meeting date and time may be adjusted by the provisions of the law of the State of Nebraska. (Amended 12/15)

Section 2: Special meetings may be called by the President or by any two Board members. Written notice of the time and place of a special meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

Section 3: Three members of the Board shall constitute a quorum for the transaction of business.

Section 4: No board member shall vote on any matter if such vote might reasonably be expected to result in a direct or indirect benefit (other than that received as a member of the general public) to such member or the immediate family of such member. No Board member shall receive any pay or compensation for any services as a member of the Board.

Section 5: The Agenda for board meetings may include a consent agenda. Any board member may request that an item on the consent agenda be removed from the consent agenda and placed elsewhere on the agenda for separate action. Items remaining in the consent agenda may be approved by unanimous consent. (Amended 11/15)

ARTICLE VI: ORDER OF BUSINESS

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

- Announcements
- Call meeting to order
- Signing of the roll call
- Library Directors Report
- Approval of consent agenda
- Acceptance of Treasurer's Report
- Consideration and action on monthly claims
- Business
- Next meeting (Amended 6/18)

ARTICLE VII: COMMITTEES

Section 1: With direction or suggestion from the Library Director, Special Committees for study and investigation of special problems and interests may be appointed by the President with the approval of the Board.

Section 2: The members of the Special Committee will be members of the Board or patrons of the Library, or both, which committee shall serve until the completion of the work for which they were appointed, or until dissolved by action of the Board.

Section 3: A committee will not constitute a quorum.

ARTICLE VIII: LIBRARY DIRECTOR AND STAFF

Section 1: The Board shall select and appoint the Library Director at a salary to be determined by the Board, subject to the applicable ordinances and rules governing City Personnel.

Section 2: The Library Director shall be considered the executive officer of the Board and shall have the sole charge of administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's services to the public and for the operations of the Library under the financial conditions set forth in the annual budget. The Library Director or their designee shall attend all Board meetings.

Section 3: The Library Director shall present a written report at each regular meeting of the Board, describing the activities of the Library during the previous month. This report shall be filed as a permanent record with the City of Nebraska City and at the Library.

Section 4: The Library Director shall maintain a true and accurate written

record of all meetings of the Board, shall arrange issuance of such notices to the Board members as may be required and shall carry out such other duties as the Board or these By-Laws may impose.

ARTICLE IX: AMENDMENT OF THE BY-LAWS

These By-Laws may be amended at any regular meeting of the Board by a vote of three (3) members, provided that written notice was given to each member at least two (2) days prior to the meeting.

Adopted on _____
Date

Library Board President