

**BY-LAWS OF SEWARD MEMORIAL LIBRARY BOARD  
AMENDED AND ADOPTED 8/9/2016**

Article I: The Library Board shall consist of five members appointed as provided in chapter 2, article 2 of the Municipal Code of the City of Seward, Nebraska, who shall hold the title of Trustees. The terms of Trustees are four years from and after the first day of July of the year in which the Trustee shall have been appointed. Three Trustees shall constitute a quorum. Trustees who are absent for three consecutive meetings 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 II: The Trustees, at their regular 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 III: Regular monthly meetings of the Library Board shall be held at the Library Building on the second Tuesday 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 and send copies in advance to the Trustees.

Article IV: 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 within 10 working days. The City Clerk shall have custody of the records of the Board.

Article V: 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 shall serve until the completion of the work for which they were appointed, or until dissolved by action of the Board.

Article VI: 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 VII: 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 VIII: At the 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 Council of the City of Seward, Nebraska immediately thereafter.

Article IX: These By-Laws may be amended at any regular meeting of the 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 X: 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.

The above and foregoing By-Laws were duly amended and adopted by the Seward Library Board this 9th day of August, 2016.