BYLAWS OF SEWARD MEMORIAL LIBRARY BOARD

AMENDED AND ADOPTED 11/04/2026

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.

1. 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.
2. Three Trustees shall constitute a quorum.
3. Trustees who are absent for three consecutive meetings or who fail to attend two-thirds (2/3) of the regular meetings in any 12-month period may be dropped from membership.
4. 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. Before the annual election, the Board shall review the responsibilities of the Chair, Vice-Chair, and Secretary. The officers shall perform the duties assigned to their respective positions under these bylaws, applicable law, and Board action.

Article III.

Regular monthly meetings of the Library Board shall be held at the Library Building on the first Wednesday in each calendar month at the time posted. Special meetings may be called by the Chair or at the 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.

Board meetings shall be conducted in an orderly, transparent, and respectful manner that encourages constructive discussion, informed decision-making, and public participation. The Chair shall facilitate Board discussion and provide the public with an opportunity to speak in accordance with applicable law and reasonable rules adopted by the Board. Board decisions shall be made in accordance with these bylaws and applicable legal requirements.

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 record of all proceedings of the Library Board. Minutes shall be filed with the City Clerk and made available for public inspection within the time required by the Seward Municipal Code and applicable law. The City Clerk shall have custody of the records of the Board.

Article V.

The Library Director shall serve as the executive officer of the Library Board and shall be responsible for the day-to-day administration and operation of the Library, consistent with policies and rules adopted by the Board, applicable City ordinances, and City administrative and personnel requirements.

The Board shall exercise its governance responsibilities collectively, including establishing policies and rules for the general operation and use of the Library, reviewing Library services and performance, considering the annual Library budget, and providing policy direction consistent with applicable City requirements. All Board actions shall remain subject to the review and supervision of the City's governing body as provided by the Seward Municipal Code.

Article VI.

The Chair may appoint special committees, with the approval of the Board, to study or investigate specific issues or areas of interest. Committees may consist of Board members, Library patrons, or other community members with relevant knowledge, experience, or interest, or any combination thereof. Each committee shall serve until its assigned work is completed or until dissolved by the Board.

Article VII.

The Library Board shall maintain certification in accordance with the requirements of the Nebraska Library Commission. Trustees, collectively, shall complete the continuing education required by the Commission during each certification period.

Trustees are encouraged to participate in appropriate library-related conferences, training sessions, workshops, and other professional development activities that support effective Library governance.

The Board may allocate Library funds, as available, to support approved trustee professional development, including memberships, registration and travel expenses. Any such expenses shall be subject to applicable City financial and reimbursement procedures, required prior approvals, and available budget appropriations.

The Library Director may assist trustees in identifying professional development opportunities and maintaining or submitting records of continuing education activities in accordance with Nebraska Library Commission requirements.

Article VIII.

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

CALL TO ORDER

CONSENT ITEMS

- Minutes
- Claims
- Monthly Budget Reports

LIBRARY DIRECTOR'S REPORT

Programs

Operations

Statistics

OTHER ITEMS OF BUSINESS

ADJOURNMENT

Article IX.

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 X.

These bylaws may be amended at any regular meeting of the Board by a three-fifths (3/5) vote of the total membership, provided that written notice was given to each member at least two days prior to the meeting. These bylaws may be amended at any time by the unanimous vote of the Board without prior notice.

Article XI.

These bylaws shall amend and supersede all bylaws at any time heretofore adopted by the Library Board. All prior bylaws are hereby repealed.

The above and foregoing bylaws were duly reviewed by the Seward Library Board on November 4, 2026.