
Library Board

Monday, July 20, 2020

Regular Meeting

Item F5

Review of Board Committees and Bylaws

Discussion will take place about board committee assignments and needed bylaws changes, with action set for the August meeting. The attached suggested revisions to bylaws are just one way to allow for maximum flexibility in committee structure and clearly defined relationship with Library Director.

Staff Contact:

DRAFT BY-LAWS

GRAND ISLAND PUBLIC LIBRARY BOARD

ARTICLE I – Name

This organization shall be called “The Board of Trustees of the Grand Island Public Library” existing by virtue of the provisions of Sections ~~179~~-3 and ~~179~~-4 of the Grand Island City Code as provided by Chapter 51 of the Revised Statutes of Nebraska and exercising the powers and authority, and assuming the responsibilities delegated to it under the said statutes.

ARTICLE II – Membership

- Section 1 The Board shall consist of seven (7) members to be elected by the City Council and to be chosen from the citizens at large, of which Board neither the Mayor nor any member of the City Council shall be a member.¹
- Section 2 The directors first elected shall hold their office for a term of four (4) years from the first date of July, and directors shall be chosen thereafter as terms expire. No director shall be elected for more than two successive terms.² If a person is appointed to fill out the remainder of another person’s term, and there remains three or more years of that term, this is then to be considered a regular term.
- Section 3 In cases of vacancies by resignation, removal, or otherwise, the City Council shall fill such vacancy for the unexpired term.³
- Section 4 No director shall receive any pay or compensation for any services rendered as a member of the board.⁴
- Section 5 A trustee who is absent from three (3) consecutive regular meetings or who has not attended at least seven (7) regular meetings in a twelve (12) month period shall be requested by the president to state in writing his intention to continue serving on the Board.

¹ Grand Island City Code, Section 19-3, as amended by Ordinance 8753

² Grand Island City Code, Section 19-3, as amended by Ordinance 4391

³ Grand Island City Code, Section 19-3

⁴ Ibid.

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ARTICLE III – Officers

- Section 1 The officers shall be a president, a vice-president and a secretary.¹ Election of officers shall take place at the annual meeting.
- Section 2 Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An individual shall not serve more than two consecutive years in the same office.
- Section 3 The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, co-sign all claims approved by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- Section 4 The vice-president, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the duties and functions of the president.
- Section 5 The secretary shall keep a true and accurate record of all meetings of the board, and shall issue notice of all regular meetings one week in advance.

ARTICLE IV – Meetings

- Section 1 The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.
- Section 2 Special meetings may be held any time at the call of the president or at the call of any three (3) members of the board, provided that notice thereof be given to all board members at least 24 hours in advance of the special meeting.
- Section 3 Notice of regular meetings, specifying time and place shall be published, as provided by law, so that citizens can exercise their democratic privilege of appearing at public sessions of governmental bodies. All such public meetings shall be held in the public building in which the governmental body conducting the meeting operates or is headquartered unless the publicized notice shall designate another public building or other place. The minutes of the governmental body, shall record the manner by which such publicized notice was given.²
- Section 4 The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in the month of June each year.

¹ Grand Island City Code, Section 19-4

² Nebraska Statutes, 84-1402

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Section 5 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:

- (a) Call to order
- (b) Disposition of minutes of previous meeting and any intervening special meetings
- (c) Librarian's financial report and allowance of bills
- (d) Librarian's circulation report
- (e) Committee reports
- (f) Communications
- (g) Unfinished business
- (h) New business
- (i) Public presentation to, or discussion with, the board
- (j) Adjournment

Section 6 Four (4) members of the library board shall constitute a quorum, but a majority vote of all the members of the library board shall be required to transact any business. Any formal official action on any question or motion duly moved and seconded shall be taken only by roll call vote of the governing body in open session convened and the record shall show how each member voted.¹

Section 7 Proceedings of all meetings shall be governed by Robert's Rules of Order, except as herein provided.

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 The following standing committees shall be appointed by the president at the first regular meeting after the annual meeting, to serve for one year.~~

- ~~(a) Building and property~~
- ~~(b) Special activities and public relations~~
- ~~(c) Personnel~~
- ~~(d) Policy and by-laws~~
- ~~(e) Budget and finance~~

The librarian and president shall be ex-officio members of each committee, with the president a voting member thereof.

¹ Nebraska Statutes, 84-1405

Section ~~3~~ 2 All committees shall make a progress report to the library board at each of its meetings.

Section ~~4~~ 3 No committee will have other than advisory powers unless by suitable action of the board, it is granted specific power to act.

ARTICLE VI – General

Section 1 The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Section 2 The by-laws shall be reviewed annually at the July meeting.

ARTICLE VII – Library Director

The board of directors of the public library shall have power to appoint a suitable librarian in accordance with Grand Island City Code §2-31(D) and §19-5.

As stated in Grand Island City Code §2-31, the Library Director is a hired official subject to the personnel rules of the City of Grand Island as adopted by resolution. The length of service of the Library Director shall be indefinite, with discipline and/or removal governed by the City's personnel rules.

In accordance with Grand Island City Code §2-37, as a hired official the Library Director is evaluated by the City Administrator.

As stated in the City of Grand Island Library Director job description, the Library Director receives policy direction from the Library Board and general administrative direction from the City Administrator. The charge of the Library Director is to plan, direct and review the activities and operations of the Library including library budget, hiring and supervision of library staff, oversight of building and grounds maintenance, collection development, evaluation of existing programs and procedures, formulation and implementation of solutions to library related problems, public relation and the development and promotion of new services; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Mayor, City Council, Library Board and City Administrator. ~~The librarian shall have sole charge of the administration of the library under the direction and review of the board. The librarian 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 operation of the library under financial conditions set forth in the annual budget. The librarian shall, on orders from the board submit claims on the Library Fund to be paid out by the City Treasurer, shall keep an accurate record of all moneys received and disbursed by him and~~

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~~make a report thereof to the library board monthly or as often as the board shall require.~~

The librarian shall attend all board meetings. ~~except those at which his appointment or salary is to be discussed.~~

ARTICLE VII – State and National Affiliations

- Section 1 All members of the board shall be members of the Trustees Section of the Nebraska Library Association.
- Section 2 The president of the board shall be a member of the Trustees Section of the American Library Association. Any material received from this source shall be made available to all board members.

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