

# **BY-LAWS OF THE LINCOLN LIBRARY BOARD**

## **ARTICLE I NAME**

The Library Board of the Lincoln City Libraries shall be officially referred to as The Lincoln City Library Board of Trustees, hereinafter referred to as "Board."

## **ARTICLE II PURPOSE**

The Board is an administrative board of the library of the City of Lincoln. It works to support the mission of the library through the efficient use of funds, support adequate funding for library services and promote the best use of all library resources.

## **ARTICLE III OFFICERS AND THEIR DUTIES**

- Section 1. The Officers of the Board shall be a President, a Vice-President, a Treasurer, who shall be members of the Board, with the Library Director serving as Secretary to the Board.
- 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, Ad Hoc or Special Committees, and to perform such other duties as the Board may prescribe.
- Section 3. In the event of the death, resignation, or inability of the President to serve, the Vice-President shall assume the office of President for the balance of the unexpired term. In the event of the death, resignation, or inability of the Vice-President or Treasurer to serve, the President shall appoint a Board member to the office for the balance of the unexpired term.
- Section 4. The Vice President shall preside at all meetings of the Board in the absence of the President. Should both the President and Vice-President be absent from any meeting of the Board, the immediate past president shall preside. Should the President, Vice-President and immediate past president be absent from the meeting, the Treasurer shall preside, but should more than one of these positions be held by the same Board member, the most senior Board member in terms of service shall preside.
- Section 5. The Treasurer shall be the Chairperson of the Committee on Finance, shall review and report on all claims, and advise the Board on fiscal matters. In the absence of the Treasurer, the President shall designate a member of the Board to perform such duties.
- Section 6. All funds set apart for the use of the Library shall be drawn upon and paid out by the Treasurer of the City of Lincoln upon written request signed by

the President, or in the President's absence, the Vice President, and the Secretary of the Board, who shall sign such request following a vote of the Board approving said payment; except, however, the Board may enact standing orders allowing the President, and Secretary of the Board to sign a written request for payment prior to review by the Board for payment in specific circumstances. The standing order shall include a provision that the Treasurer of the Board shall report all such payments to the Board at each regularly scheduled meeting.

- Section 7. The Library Director, as Secretary to the Board, shall maintain and act as custodian of records of the Board, be responsible for communications and reports, provide clerical support, and perform such other duties as the Board may direct. In the absence of the Secretary, any Board member may, by motion, be appointed to act as Secretary pro tempore.

#### **ARTICLE IV TERMS OF OFFICE AND ELECTIONS**

The Officers (President, Vice-President and Treasurer) shall be elected annually for a term of one year beginning on September 1. The election shall be held at the regular meeting in July of each year. All officers shall serve until their successors assume office.

#### **ARTICLE V MEETINGS OF THE BOARD**

- Section 1. Regular Meetings: Regular meetings of the Board shall be held on the third Tuesday of each month. If circumstances make it prudent and necessary in any one month, the regular meeting of the Board may be rescheduled with the approval of at least four members of the Board, following notification of all seven Board members.
- Section 2. Special Meetings: Special meetings may be called at the discretion of the President, or when a request is made to the President by three Board members.
- Section 3. Notice of Meetings: The Board shall comply with the Open Meetings Law of the State of Nebraska.
- Section 4. Quorum: A quorum shall consist of any four Board members at any meeting of the Board.
- Section 5. In the absence of a quorum, the Board shall meet at its next regularly scheduled meeting unless a special meeting is called.
- Section 6. Public Comment: The Board may formulate reasonable rules and regulations for persons attending and speaking at public meetings in accordance to the Open Meeting Laws of the State of Nebraska. These rules and regulations shall be incorporated into the Public Comment Policy, which will be posted and available at all meetings of the Board.

## **ARTICLE VI STANDING AND SPECIAL COMMITTEES**

- Section 1. The following Standing Committees shall be appointed by the President no later than the September Board meeting. Each committee shall consist of at least two Board members.
- (a) Committee on Finance (This committee shall consist of three members - the Vice-President, the Treasurer, and one other Board member, who may be the President of the Board or appointed by the President. It shall be chaired by the Treasurer.)
  - (b) Committee on Administration (This committee shall consist of the President and two additional Board members with the most seniority based upon the number of years on the Board.)
  - (c) Committee on Buildings and Grounds
  - (d) Committee on Nominations
- Section 2. Special Committees may be created to handle specific matters, with the President appointing the Chairperson and committee members. Community members may be appointed to Special Committees when their expertise or involvement would benefit the work of the Board.
- Section 3. The term of membership on committees shall expire no later than August 31.
- Section 4. Meetings: Committee meetings shall be called by the Chairperson or the President. The Secretary shall notify each committee member of the meeting. A majority of the committee members shall constitute a quorum.
- Section 5. A report by each committee shall be presented at the next regular meeting of the Board.

## **ARTICLE VII DUTIES OF STANDING COMMITTEES**

- Section 1. Committee on Finance: This Committee shall have the responsibility for making recommendations to the Board on fiscal matters, including but not limited to, keeping records, allocating expenditures to budget divisions, and reviewing the budget request for presentation to the Board. This committee shall meet quarterly to review the budget performance as it pertains to goals and expenditures.
- Section 2. Committee on Administration: This Committee shall have the responsibility for making recommendations to the Board on matters relating to library policy and procedure and personnel. The Committee shall make recommendations regarding the acceptance of gifts and the entering into of contracts referred to it by operation of Article VIII Section 3. The Committee shall have the responsibility to make public comment when deemed necessary consistent with Board policy.
- Section 3. Committee on Buildings and Grounds: This Committee shall have the

responsibility for making recommendations to the Board on matters relating to all physical property (except library collections), including maintenance and repair of all library properties, and an annual plan for capital improvements.

- Section 4. Committee on Nominations: This Committee shall have the responsibility to present a slate of nominees for President, Vice-President and Treasurer no later than the July Board meeting.

## **ARTICLE VIII DIRECTOR OF LIBRARIES**

- Section 1. Library Director: The Board shall assist in the selection of the Library Director through participation on the hiring committee. The hiring committee shall consist of an equal number of members selected by the Board and the Mayor. The Mayor shall appoint, with City Council approval, one of the hiring committee's recommended candidates for Library Director. The Library Director may be removed only by the Mayor, after receiving approval by a majority vote of the Board.
- Section 2. Duties of the Director: The Library Director shall be charged with the administration and management of the Library as more specifically set forth in the current position description. In addition, the Library Director shall be the appointing authority for the Library and shall be responsible for the care and safekeeping of all Library property under the regulations, directions and policies of the Board. The Library Director shall make a written report prior to each regular meeting of the Board, describing the activities of the Library during the previous month. This shall be filed as a permanent record.
- Section 3. The Board may enact standing orders authorizing the Library Director to enter into contracts and perform other functions as specified. A standing order to enter into contracts shall include a provision that the Library Director shall report all such contracts to the Board at each regularly scheduled meeting.

## **ARTICLE IX LIBRARY FUND**

All money received by the Board shall be paid to the City Treasurer and shall be held in the appropriate Library fund to be used only for the purposes approved by the Board.

**ARTICLE X  
ORDER OF BUSINESS**

Agenda; Public Comment on Agenda Items; Approval of minutes of previous meeting; Reports from Standing Committees; Reports from Special Committees; Old Business; New Business; Report from President; Report from Library Director; Public Comment.

**ARTICLE XI  
POWERS OF THE BOARD**

The Board shall have the power to establish rules and regulations not inconsistent with the Lincoln Municipal Code. These By-Laws are for the government of the Library, and the care and preservation of all Library properties.

**ARTICLE XII  
BY-LAWS AMENDMENTS**

These By-Laws may be amended at any meeting by the affirmative vote of five members of the Board, provided notice has been given at the last regular meeting before the proposed amendment is presented for consideration, and the amendment proposed is placed on file with the Secretary. No amendment shall be effective until reported to the City Council and a copy is filed with the City Clerk.

**ARTICLE XIII  
County Representative to the Library Board**

Section 1. Representative: The Library Board shall select a resident of Lancaster County who lives outside the Lincoln City limits to serve as a non-voting County Representative on the Library Board. The County Representative shall have all of the rights and responsibilities of board members, except the Representative shall not have a vote during Library Board meetings.

Section 2. Method of Appointment and Term:

(a)The Library Board shall accept applications for the position of County Representatives. The Board will review those applications and forward the applications and the Board's recommendation for an appointment to the Lancaster County Board.

(b)The County Board shall appoint the County Representative from among the people who applied for the position. The County Representative shall serve for a seven (7) year term.

Section 3. Effect on Quorum: The County Representative shall not count toward the Board's quorum requirement.

Section 4. Service on Committees: The County Representative shall serve as a voting member on Library Board Committees as appointed by the Board Chair.

Adopted February 1, 1916

Last Review by Law Department: June 10, 2015

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