

BY-LAWS
OF THE
FALLS CITY LIBRARY & ARTS CENTER

ARTICLE I: Name

This organization shall be called: "The Falls City Library & Arts Center Board of Trustees". The Board exists by virtue of the provisions of the Revised Statutes of the State of Nebraska and of the Falls City Municipal Code. This Board exercises the powers of authority and assumes the responsibilities delegated to it under said Statutes and Municipal 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 five (5) years, by the Mayor and Council of the City of Falls City, pursuant to law.

Section 2: The terms of office shall be staggered to provide for continuity in policy and orderly transition of membership.

Section 3: A member may serve a maximum of two (2) consecutive terms; interim or temporary appointments for terms of less than two years shall not be considered a "term".

Former board members could contribute to the library and community through a number of ways:

- Lobby for local, county, and state support
- Help fundraise
- Participate in a committee
- Volunteer in a project
- Provide occasional needed expertise
- Become active in the Friends of the Library, Arts and Humanities Council, or library Foundation

Section 4: Any member who misses three (3) consecutive meetings without good cause will be deemed to have resigned from the Board. The Mayor and City Council will be immediately notified that a vacancy exists.

Section 5: In the event of vacancies due to resignation, removal or otherwise, the Mayor and Council of the City of Falls City shall fill such vacancy for the un-expired term pursuant to law.

Collectively the board should strive to have:

- Business management and financial experience
- Diversity in age, race and gender
- Legal knowledge
- Occupational diversity
- Political awareness
- Varied socio-economic backgrounds

ARTICLE III: Officers and Their Duties

Section 1: The officers of the Board shall be a President, a Vice-President, and a Secretary.

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 President shall appoint a committee to present the annual budget to the Mayor and City Council.

Section 4: 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.

Section 5: The Secretary shall keep a true and accurate record of all meetings of this board, shall issue notice of all meetings, send minutes and agenda to the Board one week prior to the meeting, file copy of the minutes with City Clerk and perform other duties as the Board may impose.

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 Falls City. A list of such claims shall be reviewed and approved by the Board at the meeting.

Section 7: Should both the President and the Vice-President be absent from any meeting of the Board, a member shall assume the office of the President.

Section 8: In the event of the death, resignation, or disability of the President, the Vice-President shall assume the office of the President.

Section 9: 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 shall be elected annually at the regularly scheduled meeting of the Board in the month of January. The newly elected officers shall assume the responsibilities of their offices effective upon election, and shall serve for the calendar year, and thereafter, if necessary, until their successors shall have been appointed. No person shall be elected to the same office for more than three (3) consecutive one year terms.

ARTICLE V: Meetings

Section 1: Regular meetings of the Board shall be held on the first Wednesday of each month at the Falls City Library & Arts Center. Written notice of the time and place of the meeting shall be posted and published by the Secretary in conformity with the provisions of the law of the State of Nebraska.

Section 2: Special Library Board Meetings may be called by the President or at the request of two Board members. Special meetings may be called when ordinary Library business must be transacted prior to any regularly scheduled meeting of the Library board. Any action taken will be taken during a special meeting of the Board, but such items will be automatically placed on the next regular agenda of the Board. Notice of special Board meetings will be given to all Board members at least 24 hours prior to the convening of such meeting. Notice to the public will be made by posting the agenda of the meeting on the front door of the library, at the check-out desk and in two public places.

Section 3: Emergency Library Board Meetings may be called by the President or at the request of any two Board members with the concurrence of the President. Emergency meetings may be called when immediate discussion and action by the Library Board is necessary. At least two hours notice shall be given to all Board members prior to such meeting. No notice to the public is required. Actions taken during emergency Board meetings shall be discussed and made a part of the minutes of the next regular meeting of the Board. Notice to the public of the fact and content of the emergency meeting will be made by posting the agenda of the meeting on the front door of the library, at the check-out desk and in two public places.

Section 4: Three members of the Board shall constitute a quorum for the transaction of business.

Section 5: 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 rendered as a member of the Board. A Board member may be reimbursed for mileage or out of pocket expenses incurred in library business.

Section 6: Proceedings of all meetings shall be governed by "Robert's Rules of Order".

ARTICLE VI: Order of Business

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

- Read Open Meeting Act
- Roll Call
- Minutes of previous meeting
- Agenda approval
- Claims
- Old Business
- New Business
- Librarian's report
- Adjournment

ARTICLE VII: Committees

Section 1: Special committees may be created by the Board to handle specific matters, with the Board President appointing the Committee President and committee members. Standing committees will be appointed for Policy, Budget, and Planning.

Section 2: Committee meetings shall be called by the Committee President or the Board President. The Secretary shall arrange for the notification of each committee member of the meeting. Two committee members shall constitute a quorum for the transaction of committee business.

Section 3: A report by the Committee President shall be presented at the next regular meeting of the Board following the committee meeting.

ARTICLE VIII: Library Director and Staff

Section 1: The Board shall select and appoint the Library Director to serve at the pleasure of the Board at the salary schedule set by the City, subject to the review and approval of the Mayor and City Council and 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 shall attend all Board meetings. The Library Director shall have a voice but no vote at Board meetings. The Board shall evaluate the Library Director annually in January.

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.

Section 4: The Library Director shall evaluate the staff annually using the standard form provided by the city office.

ARTICLE IX: Real estate; sale and conveyance; conditions

Refer to the Revised Statutes of the State of Nebraska and Falls City Municipal Code.

ARTICLE X: Amendment of the By-Laws

These By-Laws may be amended at any meeting of the Board by the affirmative vote of at least three (3) members of the Board, provided notice of the proposed amendment has been given at a regular meeting, previous to the meeting at which the proposed amendment is presented for consideration, and the text of the proposed amendment has been on file with the Secretary for no less than twenty (20) days.

AMENDED _____ TIM HECKENLIVELY, PRESIDENT _____