**Stubbs Memorial Library**

2019

**BYLAWS**

Article I

NAME

The name of this library shall be the Stubbs Memorial Library.

Article II

OFFICERS

The officers of the Board shall be the following:

Section 1. The President is to be elected by the Board of Trustees for one year and may be re-elected. The President shall preside at all regular and special meetings which he or she may call, inaugurate programs or services to meet community needs, and act in a supervisory capacity over general conduct of the library.

Section 2. The Director shall act as Secretary and keep records of all meetings of the Board of Trustees. The Secretary will take care of all board correspondence.

Section 3. The election of Board President shall take place annually at the first official meeting in January.

Article III

MEETINGS

The Regular meeting of the Board shall be on the fourth (4th) Monday of each month with the exception of two (July and December) at 5:00p.m. at the library. Special meetings shall be called by the President or by request of any two Trustees for the transaction only of business stated in the call. Four members of the Board shall constitute a quorum.

Article IV

TRUSTEES

Section 1. The mayor with the approval of the city council shall appoint a Board of library trustees, consisting of seven members. The mayor with the approval of the city council may appoint one non-resident trustee.

Section 2. The trustees shall serve a term of six years and may serve consecutive terms.

Section 3. Vacancies on the Board shall be filled by appointment by the mayor with approval of the city council. Such appointees will fill out the unexpired term for which the appointment is made.

Section 4. Any trustees, who miss six consecutive regular meetings, except in case of sickness or temporary absence from the city, shall render his office as trustee vacant.

Article V

LIBRARIAN

The librarian shall have charge of the library, reading room, and Coffee room and be responsible for the care and preservation of the books and other library property. He or she shall be responsible for the courtesy and efficiency of the library service, the recording of purchases, classifying, cataloging and shelving of books, the enforcement of rules, the accuracy of records, and the cleanliness and attractive condition of the rooms.

The librarian shall make a monthly report of the operations of the library, including additions, circulation, number of borrowers, etc.; shall make such recommendations as shall promote the efficiency of the library; shall make an annual report showing as fully as possible the progress of the library during the preceding year, including the inventory of books, etc, and shall attend the meetings of the Board and act as Secretary in keeping the minutes.

The librarian shall discharge such duties as many be prescribed by the Board, providing that in the performance of these duties no debt of liability of any kind shall be incurred without authority from the Board.

Article VI

GIFTS

The Board is empowered to accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds, if conditions attached thereto are acceptable to the Board of Trustees. Gift books will be accepted at the discretion of the Board and said books will become the property of the library. No books will be accepted on loan.

Article VII

OBJECTIVES AND GOALS

Section 1. The Board is determined to defend the principles of the freedom to read. Books selected should reflect the varied backgrounds, interests, religions, and ethnic groups, and educational levels of the Holstein community; they should present conflicting opinions and opposite points of view on matters of public interest in accordance with an unbiased and objective criterion.

Section 2. The Board hopes to obtain greater readership among all members of the Holstein community. They will do their best to maintain a harmonious relationship among the Board of Trustees, the city council, and the school libraries of the community. Suggestions are encouraged from the schools and churches of the Holstein community as to how the total community may be better served.

Section 3. The goal of the Board is to coordinate all resource services of the community.

Article VIII

THE ORDER OF BUSINESS

Call to order

Adoption of agenda

Reading of minutes and correspondence

Unfinished business

New business

Librarian’s report

Library use

Bank Balance

Adjournment

Article IX

AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of those members present, providing that the amendment(s) distributed by the Secretary at least four weeks in advance to all members in good standing.

Any bylaws may be temporarily suspended by a two-thirds vote of those members present and voting at the annual meeting.