

Warren County Memorial Library
Board of Trustees
By-Laws

ARTICLE I

MEMBERSHIP

The Board of Trustees of the Warren County Memorial Library (the Board) shall consist of no more than twelve (12) members, appointed by the Board of Commissioners of Warren County for three-year terms. A member may serve no more than 3 consecutive terms. Any member of the Board who is absent from more than two consecutive meetings, or a total of four, during the year shall be considered as resigned and will be removed from the Board and replaced, unless the Library Director has been notified and special circumstances prevail as determined by the Board.

MEETINGS

The regular meeting of the Board shall be held on the second Thursday of every other month, at 5:30 at the Warren County Memorial Library. Special meetings may be called by the Chair, or upon the written request of three members for the transaction of business stated in the call for the meeting. The Secretary shall mail notices of specially called meetings to all members at least ten days before the meeting, except in the case of an emergency meeting when notification may be made via telephone.

ARTICLE II

OFFICERS

Officers of the Board shall be chosen for a one-year term at the first meeting of the Board of each calendar year and shall be as follows: Chair, Vice-Chair, Secretary, and Treasurer, The Chair shall preside at all meetings, appoint all' committees, authorize calls for special meetings, and in general perform the duties of presiding officer. In the absence of the Chair, the Vice-Chair shall serve as, or the members present may select, a temporary Chair for the meeting.

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notices of all regular and all special meetings, shall have custody of the minutes and other records of the Board, and shall notify the Board of County Commissioners of any expirations of terms and/or vacancies on the Board with recommendations by the Library Board of Trustees.

ARTICLE III

COMMITTEES

The Chair may appoint special committees for the study and investigation of special problems or projects. Such committees will serve until completion of the work for which they were appointed.

ARTICLE IV

QUORUM

A quorum for the transaction of business shall consist of a simple majority of the Board members.

ARTICLE V

POWERS AND DUTIES

The Board's duties and responsibilities are those delegated and granted in the Amended Resolution Establishing County Public Library (Amended February 5, 2001).

ARTICLE VI

LIBRARY DIRECTOR

The Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board of Trustees.

ARTICLE VII

LIMITATIONS

No member of the Board, or immediate relative of a Board member or the Library Director, shall be considered for paid staff employment. No member of the Board or any administrative member of the library shall use the resources, business, finances, or contracts of the library for personal profit.

ARTICLE VIII

ORDER OF BUSINESS

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

- a. Call to order
- b. Approval of Minutes (either read or previously received) •

- c. Approval of Financial Report
- d. Director's Report
- e. Reports of Committees
- f. Unfinished Business
- g. New Business
- h. Adjournment

ARTICLE IX

AMENDMENTS

These By-Laws may be amended at any regular meeting of the Board at which a quorum is present, by a unanimous vote of the members present, if the amendment was proposed at a prior meeting.

Original adoption: June 14, 2001 by Chairman Charles G. Grady

Amended this the 5th day of November, 2007

Signed Susan M. Thompson
Chairman, Library Board of Trustees

Signed [Signature]
Chairman, Warren County Commissioners

ATTEST:
Mildred C. Johnson
Secretary, Library Board

ATTEST:
[Signature]
Clerk, Board of Commissioners



