

Centralia Public Library By-Laws

Date Approved: February 10, 2004

Amended: 3/11/08

Article I: Name

- Section 1. This organization shall be called *The Board of Trustees of the Centralia Public Library* existing by virtue of the provisions of Chapter 182 (County and City Libraries - Libraries Generally) of the Laws of the State of Missouri, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.
- Section 2. Other State Laws reflected in our operation can be found in 67.010 (Miscellaneous Powers) and Chapter 610 (Governmental Bodies and Records). City Laws reflected in our operation can be found in Chapter 15 of the Centralia City Code.
- Section 3. As of October 13, 1965, all of the area of territory included within the geographical boundaries of the City of Centralia shall be a municipal library district, to be known as the *City of Centralia, Missouri Municipal Library District*.
- Section 4. The Mission Statement for the Centralia Public Library shall be as follows:
“The mission of the Centralia Public Library is to provide its patrons and the community with materials, programs and services to enhance their lives.”

Article II: Officers

- Section 1: The officers shall be a president, a vice-president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board of Trustees.
- 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.
- 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, serve as an ex-officio voting member of all committees, cosign all checks, and generally perform all duties associated with that office. The president shall be bonded in an amount as may be required by the resolution of the Board.
- Section 4. The vice-president, in the event of the absence or disability of the president, or of 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, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
- Section 6. The Board of Trustee may elect to have a volunteer member of the community as a bookkeeper/accountant. This position will be elected by the majority of the Board of Trustee and will be paid in the amount of \$1.00 per year. If this should occur the Board of Trustee will still elect a Treasurer signatory from the nine Board members.
- Section 7. The Library Director, in conjunction with the treasurer, shall be the disbursing officer of the Board. Along with the president, they shall cosign all checks, and shall perform such duties as generally devolve upon the office. The treasurer, along with the Library Director, shall be bonded in an amount as may be required by the resolution of the Board. In the absence or inability of the treasurer, these duties shall be performed by such other trustee(s) as the Board may designate.

Article III: Meetings

- Section I. The regular meetings shall be held each month, the date and hour to be set by the Board at the annual meeting. Each meeting shall be posted on the Library bulletin board at least twenty-four (24) hours prior to the meeting. The notice shall contain the following information: time, date, place of meeting, and tentative agenda.
- Section 2. 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 and the place of the regular meetings in July of each year.
- Section 3. 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. Roll call of members
 - B. Presentation of visitors to the Board
 - C. Disposition of minutes of previous regular meeting, closed meeting, and any intervening special meeting
 - D. Treasurer's financial report of the Library/action on bills
 - E. Progress and service report of director/librarian
 - F. Staff presentations
 - G. Committee reports
 - H. Communications/correspondence
 - I. Unfinished business
 - J. New business
 - K. Adjournment
- Section 4. Closed meetings may be held for the purposes set forth in Statute 610.02 of the Laws of the State of Missouri. The closed meeting must be closed with an affirmative

public vote of the majority of a quorum. The vote of each member of the Board to go into closed meeting will be entered into the minutes. The information pertaining to the closed meeting shall be available as stated in Statute 610.022 of the Laws of the State of Missouri.

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of a board member(s) for the transaction of business as stated in the call for the meeting.

Section 6. A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board present in person.

Section 7. Conduct of meeting: Proceedings of all members shall be governed by *Robert's Rules of Order*.

Section 8. All committees shall post meetings to be held with date, time, place and purpose stated.

Article IV. 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. All committees shall make a progress report to the Library Board at each of its regular meetings.

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

Section 4. Minutes shall be kept of these meetings and presented to the Board of Trustees at the next regular meeting.

Article V. Trustees

Section 1. The Board of Trustees shall consist of nine members, appointed by the Mayor of the City of Centralia and approved by the City Council. Each trustee shall be appointed to serve a three (3) year term, with a maximum of three (3) consecutive terms being held. Terms of office will commence on the first day of July of the year appointed. Three (3) trustees will be appointed each year.

Section 2. In case a trustee is unable to fulfill the full term of office, the trustee shall write a letter of resignation to the Board of Trustees and the Mayor shall appoint a trustee to finish the term.

Section 3. It is the responsibility of each trustee to attend all meetings. If unable to attend, the trustee shall inform the President of the Board or the Library Director. If two consecutive meetings are missed without said notification, the President shall call the trustee to ascertain if the trustee would like to remain on the Board.

Article VI. Library Director and Staff

The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Centralia Public Library on behalf of the Board and under its review and direction. The Library Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of Library service to the public, and for its financial operation within the limitations of the budgeted appropriations. In the case of part-time or temporary employees, the Library Director shall have interim authority to hire an employee without prior approval of the Board, provided that any such appointment shall be reported to the Board at its next regular meeting and approved.

Article VII. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, or as otherwise stipulated by *Robert's Rules of Order*. The president may vote upon and may move or second a proposal before the Board.

Section 2. The By-Laws may be amended by the two-thirds (6) 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 3. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least two-thirds (6) of all members of the board shall be present and two-thirds of those present shall so approve.

Section 4. These By-Laws supersede any previous By-Laws.