

BYLAWS OF THE
BOARD OF TRUSTEES OF THE
KENT COUNTY PUBLIC LIBRARY

Meetings

1. Regular meetings shall be held a minimum of four times a year, at such time and place as the Board shall determine.
2. Special meetings may be held at any time at the call of the President or the Secretary, or at the call of any two members of the Board, provided that notice thereof be given to all trustees at least 24 hours in advance of the special meeting.

Quorum

A quorum at any meeting shall consist of four trustees.

Officers

The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer. Their term of office shall be for one year. They shall be elected at the first regular meeting in each calendar year and shall remain in office until their successors are elected. No person shall remain in the same office for more than two successive terms. The Treasurer must be adequately bonded. The Library Administrator may act as Assistant Secretary of the Board.

Duties of the Officers

The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their name.

1. The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize call for any special meeting, and generally perform the duties of a presiding officer. In the absence of the President from a Board meeting, the Vice President shall preside.
2. The Secretary of the Board shall keep a true and accurate amount of all proceedings of the Board meetings, give notice of all regular meetings and of all special meetings, have custody of the minutes and other records of the Board, and notify the appointing body of any vacancies on the Board.
3. The Treasurer shall have charge of all library funds and income and shall sign checks on the authorization of the Board. The Library Administrator may sign checks in lieu of the Treasurer on the authorization of the Board. The Treasurer shall report at each meeting on the state of the funds.

Committees

1. There shall be such standing committees as the Board may desire. They shall be appointed by the President for one year, and each committee shall consist of a chairman and at least one other member. The President shall be, ex officio, a member of all standing committees.
2. Special committees may be appointed by the President at any time, such committees to serve at the pleasure of the Board.

Order of Business

1. The order of business at all regular meetings of the Board shall be as follows:

Call to Order
Disposition of Minutes of Previous Meeting
Communications
Treasurer's Report
Librarian's Report
Reports of Standing Committees
Reports of Special Committees
Unfinished Business
New and Miscellaneous Business

2. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.
3. Any of the foregoing *Order of Business* may be temporarily suspended by a unanimous vote of all the trustees present at any meeting, and the vote on such suspension shall be taken by Yeas and Nays and entered in the official record.

Library Administrator

1. The Library Administrator shall be considered the Executive director of the Board and shall have sole charge of the administration of the Library, under the direction and review of the Board. The Library Administrator shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Administrator shall submit to the Board monthly and annual reports and recommend to the Board such policies and procedures as in the opinion of the Library Administrator will promote the efficiency of the Library in its service to the people of the county.
2. The Library Administrator shall attend all regular Board meetings.

Amendments

These bylaws may be amended at any meeting of the Board, by a vote of a majority of the membership of the Board, provided the amendment was stated in the call for the meeting.

Public Relations

The release of information to the public on behalf of this Board shall be reviewed and approved by the President of the Board or his authorized representative.

Approved and re-adopted by the Board of Library Trustees