

**BY-LAWS OF BOARD OF TRUSTEES  
KIMBALL PUBLIC LIBRARY**

**ARTICLE I - PURPOSE**

The purpose of this board shall be to make and adopt such bylaws, rules and regulations for its own guidance and for the governance of the Kimball Public Library as it may deem expedient, not inconsistent with sections 51-201 through 51-219 of Nebraska Statutes (51-202).

**ARTICLE II - MEMBERSHIP**

Section 1. The Board shall consist of five members, residents of the county of Kimball, appointed for four-year terms by the City Council in June of even numbered years. The members first appointed shall hold their office, three for terms of four years, and two for terms of two years and their successors shall serve four-year terms. Terms begin July 1 (51-202).

Section 2. Should any board member be unable to fulfill their term, written notice shall be given to the Board and the City Council shall be advised of the vacancy. A vacancy shall occur when a member is absent from three consecutive meetings, regular or special, and is not excused by the remaining members. In case of vacancies by resignation, removal or otherwise, the City Council shall fill such vacancy for the remainder of the term (51-202).

Section 3. A member may serve two consecutive four-year terms. After one or more years of absence from the board, such member may be re-appointed for an additional term or terms. A member filling an unexpired term may serve two more consecutive four-year terms if the balance of the unexpired term being filled is one year or less.

Section 4. No member shall receive any pay or compensation for any services rendered as a member of the board (51-202).

Section 5. One member shall be designated as liaison with the Friends of the Library.

**ARTICLE III - OFFICERS AND COMMITTEES**

Section 1. The officers of the board shall be elected at the annual meeting and shall be President, Vice-President and Secretary (51-204).

Section 2. The President or Vice-President shall preside at all meetings, appoint all committees, and generally perform the duties of the presiding officer. They shall insure that an annual report on library status and condition is presented to the City Council on or before the 2nd Monday in February of each year as provided by statute.

Section 3. The Secretary shall keep a true and accurate account of all proceedings of board meetings. In the event the director cannot do the following duties, the secretary shall cause notice of all meetings to be published in the local newspaper and radio station; shall

have custody of the minutes and other records of the board to be kept in permanent file at the library; shall have the agenda available at all times at the library; and shall notify the appointing body of any vacancies on the board.

Section 4. The term of office shall be for one year and shall begin on the day of election.

Section 5. Committees: Special committees for the study and investigation of special problems or for the conduct of special projects may be appointed by the President with the approval of the Board. Such committees shall serve until the completion of the work for which they were appointed.

#### **ARTICLE IV - MEETINGS**

Section 1. The regular meetings of the Board shall be held monthly, the date, hour and location to be set by the Board at the annual meeting.

Section 2. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, reading of the policy statement, bylaws and rules and for any other business that may arise.

Section 3. Special meetings may be called by the President or Secretary of the Board and/or at the request of two members, provided that notice is given to all members and the public at least 24 hours in advance of the special meeting.

Section 4. A quorum for the transaction of business shall consist of three members of the Board (51-204).

#### **ARTICLE V - ORDER OF BUSINESS**

The order of business for regular meetings shall include, but not be limited to the following which shall be covered in the sequence shown as far as circumstances permit:

1. Call to Order
2. Approval of Minutes of Last Meeting
3. Approval of Bills
4. Communications
5. Report of Library Director
6. Report of Committees
7. Other Unfinished Business
8. New Business
9. Adjournment

#### **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. The director shall be responsible for properly caring for the building and equipment; employment and direction of staff; the efficiency of the library's service to the public; and for the operation of the library under financial conditions set forth in the annual budget. The director shall

attend all board meetings except those at which salary is discussed.

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

All meetings shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these by-laws or with the laws of the State of Nebraska.

#### **ARTICLE VIII - AMENDMENTS**

The By-laws may be amended at any regular meeting of this board by two-thirds of the members, provided that all members have been notified of the proposed amendment at least 30 days before said meeting.

**APPROVED 1/15/98,  
REVIEWED AND APPROVED 3/8/01, 7/10/03, 2/12/07, 9/07/10  
REVISED AND APPROVED 8/12/13, 1/14/14  
REVISED AND APPROVED 9/11/17**