

Board of Trustees  
Tipton Public Library  
Adopted January 9, 1985

## BY-LAWS

### Article I- Board

- A. This organization shall be called "The Board of Trustees of the Tipton Public Library" existing by virtue of Title I, Chapter 11 of the Municipal Code of the City of Tipton, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.
- B. The Board of Trustees of the Tipton Public Library shall consist of nine members to be recommended to the City Council for their approval.
- C. All of the members of the Board shall be citizens and residents of the city and all shall be over the age of eighteen. One Board member may live outside of the City limits but must have a Tipton address.
- D. The members are to be appointed for a period of six years. Each term shall commence on July first. Members may be reappointed for a second term. Any past member may be reappointed after a two-year absence from the Board. Appointments shall be made every two years of one-third of the total number to stagger the terms.
- E. The position of any trustee shall be vacant if he or she no longer resides at a Tipton mailing address, or if absent from six consecutive regular meetings of the Board except in the case of sickness or temporary absence from the City. Vacancies shall be filled for the unexpired term in the same manner as regular appointments.

### Article II- Duties

The Board shall exercise its powers and duties by:

- A. Employing a competent and qualified librarian:
- B. Adopting written policies in cooperation with the librarian to determine and to govern the operation and program of the library, including:
  - 1. Personnel policies
  - 2. Circulation policies
  - 3. Policies governing the selection of library materials, supplies, and equipment;
  - 4. Use of facilities
- C. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
- D. Assisting in the preparation of and seeking adequate support for the annual budget; and
- E. Developing long-range goals for the library and working toward their achievement.

### Article III- Meetings

- A. The regular meetings shall be held each month, the date and hour to be set by the Board.
- B. Special meetings may be called by the President, or at the request of two members, provided that notice thereof is given to all Trustees at least 24 hours in advance of the special meeting.
- C. A quorum for the transaction of business at any meeting shall consist of five members.
- D. 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:
  - 1. Determination of quorum
  - 2. Disposition of minutes of previous regular meeting and any intervening special meeting (s)
  - 3. Financial report
  - 4. Action on bills
  - 5. Progress and service reports
  - 6. Communications
  - 7. Unfinished business
  - 8. New business
  - 9. Personnel matters
  - 10. Adjournment
- E. A notice for Board meetings shall be prepared and posted in the vestibule 24 hours in advance.

- F. All meetings of the Board are open to members of the public. Non-Board members who wish to address the Board should make their request not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Librarian.

#### Article IV- Officers

- A. The officers of the Board shall be a President, a Vice-President and a Secretary.
- B. Officers shall serve a term of two years from the first of July of the year in which they are elected, and until their successors are duly elected. Officers may succeed themselves in office, provided that none serves more than three consecutive terms in the same office.
- C. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, and be responsible for the implementation of all policies and actions voted on by the Board. The President shall recognize, for purposes of speaking to any issue before the Board, anyone (including the public) in attendance at a Board meeting.
- D. The Vice President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.
- E. The Secretary shall be responsible for the maintenance of a record of all proceedings of the Board.
- F. If a vacancy exists for any office of the Board, an election shall be held for that office at the next regular meeting.

#### Article V- Committees

- A. The President shall appoint committees of one or more members for such 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.
- B. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Article VI- Amendments

The board of trustees may repeal or amend these By-laws by a two-thirds vote of the total membership, provided however that notice of proposed repeal or amendment be given at the preceding meeting.