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## Maryville Public Library Policy

**Section B:** EXECUTIVE BOARD BYLAWS,  
ADMINISTRATION

**Subject 100:** Executive Board Bylaws, Page 1 of 4

Last reviewed/revised: 2016

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# Executive Board Bylaws

## MEETINGS:

1. The regular monthly meeting of the Library Board shall be held at the time determined by the members each year.
2. Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the call for the meeting.

## QUORUM:

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

## OFFICERS:

1. Officers of the Board shall be chosen at the regular September meeting and shall be as follows:  
President, Vice President, Treasurer and Secretary.
2. The term of office shall not exceed two consecutive years, with the exception of the Secretary and Treasurer, whose term is unlimited.
3. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President may sign checks and all other documents in the absence of the Treasurer.
4. The Vice President shall preside in the absence of the President, and may sign checks and all other documents in the absence of the President or Treasurer.
5. The Secretary shall keep a true and accurate account of all proceedings of the regular Board meetings, Executive Committee Board meetings, and Executive Session Board meetings.
6. The Treasurer performs fiscal duties as necessary, including monthly review of Petty Cash Expenditures, deposits, and other financial records.
7. Any officer may be elected to the same office after one or more intervening terms.

## EXECUTIVE COMMITTEE:

The officers of the Board shall serve as the Executive Committee. They are empowered to speak for the Board on matters between regular meetings. Their decisions are subject to approval or disapproval by the entire Board at the next regular meeting at which a quorum is present.

**MEMBERSHIP:**

Applications shall be submitted to the Library Director and then reviewed by the Board at the next regular meeting. The Board shall select candidates to recommend to the City Council for appointment. Final selection is made by the City Council. (See Missouri State Statutes.)

**COMMITTEES:**

Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to the Board, at which time the committee passes out of existence, provided that all Committees make a progress report to the Board at each of the meeting.

**ORDER OF BUSINESS:**

1. The Director shall prepare an agenda of business for each meeting of the Library Board. In preparing the agenda, the President will be consulted.
2. The agenda of business shall include the following in order:

Action items:

- Approval of minutes of previous meeting
- Approval of monthly expenditures
- Review of monthly financial statements
- All other action items

Reports:

- Service report (biannually)
- Audit report (annually)

Correspondence

**AMENDMENT OF BY-LAWS:**

These by-laws may be amended by a unanimous vote at any regular meeting of the Library Board at which the total membership is present. In the absence of a unanimous vote, amendments may be passed and put into force by a 2/3 vote of the total membership at the next regular meetin

**REVISION OF POLICIES:**

The need for revision of policies will be considered in the spring of even-numbered years.

**REVISION OF GOALS AND OBJECTIVES:**

The need for revision of the Goals and Objectives document will be on a yearly basis.

**RELATIONSHIP WITH FRIENDS AND FOUNDATION BOARD OF THE MARYVILLE PUBLIC LIBRARY**

In order to comply with guidelines set by the Internal Revenue Service defining the Second Century Library Fund Foundation as a Type 1 Supporting Organization, the Maryville Public Library Board of Trustees shall appoint the seven members of the Library's Friends and Foundation Board as needed. The Library's Executive Board President and Vice President shall serve as two of the seven members of the Friends of Foundation Board.

General oversight of the Second Century Library Fund Foundation's investment portfolio shall be the responsibility of the Friends and Foundation Board while financial oversight of the Friends Checking Account shall be the responsibility of the Library's Executive Board.

**DUTIES OF LIBRARY BOARD MEMBERS:**

1. To employ a competent and qualified Director.
2. To determine the purpose of the library and to adopt written policies to govern the operation and program of the library.
3. To determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends.
4. To cooperate in securing adequate funds to carry on the library program.
5. To establish, support, and participate in a planned public relations program.
6. To consult with the Director in his or her preparation of the budget, and give final approval to the document.
7. To know local and state laws and to actively support library legislation in the state and the nation.
8. To establish among the library policies those dealing with book and material selection.
9. To attend all board meetings and see that accurate records of the meetings are kept on file.
10. To become oriented to the library.
11. To be aware of regional, state, and national trustee meetings and workshops, to affiliate (if desired) with appropriate professional organizations and to study library publications.
12. To be aware of the services of the state library.

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**ATTENDANCE:**

If any Board member has been absent from a total of five regular monthly meetings in any twelve-month period or two consecutive meetings without notifying the Director, the Board shall review the case and determine whether or not a recommendation for removal needs to be made. Factors to be taken into account include extenuating circumstances leading to the absenteeism, the ability of the Board to supply a quorum, and the effort of the absent board member to stay informed of library activities and to remain a contributing member. If necessary, a recommendation for removal must be approved by a majority of the Board and submitted to the Maryville City Council.

**GOALS AND OBJECTIVES:**

At the June meeting, Board members and the Library Director will formulate Goals and Objectives which will be integrated into the budgetary process. These Goals and Objectives will be reviewed at the February meeting.

**EVALUATION:**

At the January meeting, Board members will evaluate their yearly accomplishments through a review of the above mentioned duties. Ratings of 3 (excellent), 2 (good) or 1 (marginal) will be given. The Director also participates in this evaluation.