

# MARK AND EMILY TURNER MEMORIAL LIBRARY

## LIBRARY BOARD OF TRUSTEES BY-LAWS



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True Copy Attest: \_\_\_\_\_  
Beverly A. Labbe, City Clerk

City Seal

# MARK AND EMILY TURNER MEMORIAL LIBRARY

## LIBRARY BOARD OF TRUSTEES BY-LAWS

### ARTICLE I.

#### Section 1. Name

The name of the organization shall be Library Board of Trustees for the Mark and Emily Turner Memorial Library in Presque Isle, Maine.

#### Section 2. Authorization

This organization exists by Ordinance of the Presque Isle City Council and shall exercise the powers and authority and assume the responsibilities delegated by designated Ordinance.

### ARTICLE II.

#### Section 1. Members

The Board shall consist of seven (7) Library Trustees who shall be appointed by the Presque Isle City Council. The Librarian and the City Finance Director shall serve as Ex-Officio non-voting members.

Board members are expected to attend all meetings. Failure to attend two consecutive meetings or three meetings in the course of one year will result in a recommendation to the City Council for removal from the Board.

Appointed members of the Board shall continue to serve at the expiration of their term until either a new member has been appointed or the expiration of ninety (90) days from the end of the term, whichever occurs first.

#### Section 2. Vacancies

A Library Trustee shall serve a term of three (3) years, and be eligible for no more than one (1) reappointment following a three-year term. A former Library Trustee may apply for an open position no less than one (1) year after his or her most recent term.

A vacancy occurring within the period of an unexpired term shall be filled by the City Council for the remainder of the unexpired term; a Library Trustee so appointed may serve two (2) additional consecutive terms.

## **ARTICLE III.**

### **Section 1. Officers**

The officers shall be a Chairperson, Secretary and Treasurer elected from among the appointed trustees at the annual meeting of the Board.

### **Section 2. Nominations**

The Chairperson shall appoint a nominating committee at least three (3) months prior to the annual meeting. This committee will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

### **Section 3. Terms of Office**

Officers shall serve a term of one (1) year from the annual meeting at which they were elected and until their successors are duly elected.

## **ARTICLE IV.**

### **Section 1. Chairperson**

The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, sign any checks in the absence of the Treasurer, and generally perform all duties associated with that office.

### **Section 2. Secretary**

The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

### **Section 3. Treasurer**

The Treasurer shall be the disbursing officer of the Board, sign all checks, and shall perform such duties as are generally associated with that office. He/She shall be bonded in an amount designated by the Board.

### **Section 4. Vacancies**

In the absence or disability of the Chairperson, Secretary or Treasurer, his/her duties shall be performed as follows: Treasurer shall be Chairperson pro tempore, Librarian shall be Secretary pro tempore, and Chairperson shall be Treasurer pro tempore.

## **ARTICLE V.**

### **Section 1. Regular Meetings**

The Board shall hold regular monthly meetings at a date and hour established by the Board at the January meeting.

### **Section 2. Annual Meeting**

The annual meeting for the purpose of the election of officers shall be held the second Wednesday in the month of December.

### **Section 3. Special Meetings**

Special meetings may be called by the Chairperson or at the request of four (4) members. Written notice stating the purpose, place, day and hour of the special meeting shall be made by the Librarian at least seven (7) days prior to the scheduled date.

### **Section 4. Quorum**

Four (4) members of the Board, present in person, one of whom must be an officer of the board, shall constitute a quorum for the transaction of business at any meeting.

### **Section 5. Procedure**

All meetings shall be governed by Robert's Rules of Order, latest edition.

### **Section 6. Notice of Meetings**

Written notice of all meetings shall be made by the Librarian at least seven (7) days prior to the meeting stating the place, day and hour of the meeting and the purpose for which the meeting is called.

## **ARTICLE VI.**

### **Section 1. Amendments**

The Board may recommend amendment(s) to the By-Laws at any regular or special meeting by a majority vote of a quorum, provided written notice of the proposed amendment(s) has been given to all Board members at least seven (7) calendar days prior to said meeting. Amendment(s) to the By-Laws shall require approval by the City Council.