

**SCOTT TOWNSHIP PUBLIC LIBRARY
BY-LAWS**

Adopted May 16, 2000
As Amended May 19, 2003
As Amended January 17, 2005
As Amended October 11, 2010
As Amended May 9, 2011

Article I – Name

Section 1. The name of the organization shall be The Board of Directors of the Scott Township Public Library (referred to hereafter as the “Board”)

Article II – Purpose

Section 1. Objective: The Board shall carry out all responsibilities in establishing and maintaining a public library for Scott Township

Section 2. Duties: The Board shall ensure the interest of the Scott Township Community are represented in the library materials and programs; establish all policies of the library; exercise exclusive control of all library funds and shall assure that said funds are duly protected and accounted for; assure that adequate facilities for the library are provided and maintained; hire the Library Director, approve the assistants and determine compensation for all employees; prepare an annual budget at the beginning of each fiscal year; submit and annual report to the Scott Township Board of Commissioners

Article III – Meetings

Section 1. Annual Meeting: The Board shall call an annual meeting to be held during the first quarter of the calendar year. The purpose of this meeting is to review the prior year’s activities and to elect Board Officers. Election of officers may take place during the last regular meeting of the year.

Section 2. Regular Meetings: The Board shall hold meetings to be based on an annual schedule to be determined at the first meeting of each year. These meetings are open to the public and are advertised in accordance with the Sunshine Act. Meetings may be cancelled with a majority vote of the Board.

Section 3. Special Meetings: Special meetings may be called by the President upon written request of any two members of the Board with at least 48 hours notice, when possible.

Based on extenuating circumstances, (emergency weather conditions where travel is not advised as

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determined by a reasonable adult) the Board President may call a meeting using Telephonic or equivalent meeting format. Forty-eight hour notice is not required for this type of meeting. This option should be used on a limited basis; only when a vote is need for the continued smooth operation of the library.

Section 4. Quorum: At all meeting of the Board of Directors, the presences of a majority of the Directors, then in office and entitled to vote, shall constitute a quorum. Presence by virtue of telephone connection, as stipulated in Section 5, shall constitute attendance at the meeting.

Section 5. Exceptions to Meeting Attendance in Person: In special circumstances a Board member may request to participate in any meeting via a telecommunications method, as long as all members of the Board can hear and understand each other at the same time. Notification of the request must be given to the Board President and or the Library Director as soon as the person becomes aware of the need.

Section 6. Voting: Whenever someone participates via a telecommunications method a roll-call voice-vote is required. Directors attending by telephonic method shall confirm each vote they verbally cast by e-mail within three (3) calendar days. The e-mail is to be sent to all Board Members. The vote will be retained by the Board Secretary with the minutes of the meeting. If there is a discrepancy between the voice vote and the written confirmation the vote will be considered void.

Article IV – Board Directors

Section 1. Composition: The Board shall consist of five to seven Directors who are residents of Scott Township or of neighboring communities having no library of their own, or who met this qualification at the time of their original appointment to the Board.

Section 2. Appointment: The Scott Township Board of Commissioners shall appoint Library Board members. The nominating committee for the Library Board will present a slate of recommended nominees for consideration to the Commissioners two months prior to the Commissioner’s annual meeting.

Section 3. Terms of office: Board members shall serve for a three (3) year period with the exception of the first Board. The first Board shall consist of two (2) members serving for one (1) year, two (2) members serving for two (2) years and three (3) members serving for three (3) years. No board member may serve more than eight consecutive years.

Section 4. Commissioners’ Representative: A representative from the Scott Township Board of Commissioners shall attend Board meetings and serve in an advisory capacity.

Section 5. Vacancies: Should a Board position become vacant prior to the completion of the term, The Board shall present a list of recommended candidates for consideration by the Commissioners

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within 30 days after the position becomes vacant. A Board member so elected shall serve for the remainder of the unexpired term.

Article V – Officers, Duties, Elections and Term of Office

Section 1. Officers: The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.

Section 2. Duties:

- The **President** shall preside at all regular and special Board meetings; shall appoint committees when necessary; shall be an ex-officio member of all committees except the Nominating Committee; shall execute all documents authorized by the Board, may be co-signer on all checks and shall perform all duties associated with this office.
- The **Vice President** shall assume the duties of the president in absence of that officer; may be a co-signer on all checks and shall perform such other duties as may be requested or specified by the Board.
- The **Secretary** shall conduct, at the Board's direction, all official correspondence, send out notices to Board Directors and Government officials; shall take minutes and keep records of each meeting; may be a co-signer on all checks and shall perform other duties required for this office or assigned by the Board.
- The **Treasurer** shall receive all funds and deposit them as the Board shall direct; shall disburse no monies over \$500 except upon the Board's majority vote; may be a co-signer on all checks. A Treasurer's report shall be given at each meeting of the Board with a detailed account of all receipts and disbursements. The Treasurer shall prepare an annual report for the Annual Meeting and shall be required to give bond to Scott Township with satisfactory surety in such amount the Board may determine from time to time.

Section 3: In the event an emergency expenditure over \$500 is required before the next Board meeting, the President may approve such an expenditure with verbal approval from the Treasurer. The board will ratify the expenditure at the next regularly scheduled Board meeting.

Article VI – Committees

Section 1. The President shall appoint standing or ad-hoc committees of one or more Board member(s) for specific purposes required by the Board. The Board may approve non-board members to serve on selected committees as needed. No committee will have other than advisory powers unless, by action of the Board, it is granted specific power to act. Committee reports will be given at

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BY-LAWS**

regularly scheduled Board Meetings.

Section 2. A Committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Article VII – Library Director

Section 1. *Appointment:* The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

Section 2. *Duties:* The Director shall be the administrator of the library; shall carry out the policies adopted by the Board and make recommendations for needed policies for Board action; shall recommend to the Board the appointment and duties of other employees and shall be held responsible for the proper direction and supervision of the staff; shall maintain good relationship with the community and work closely with the Friends; shall attend all Board meetings and present a Director's Report; and shall maintain an adequate and proper selection of materials in keeping with the stated policy of the Board.

Article IX – Amendments

Section 1. These by-laws may be amended by a majority vote of the members present at any regularly scheduled meeting, provided written notice stating the proposed amendment is sent to each Board member 14 days in advance of said meeting.

ADOPTED ON MAY 16, 2000
AMENDED: FEBRUARY 19, 2001
AMENDED: MAY 19, 2003
AMENDED: JANUARY 17, 2005
AS AMENDED: MAY 9, 2011