

BY-LAWS OF THE SHEFFIELD PUBLIC LIBRARY

I. Library Board

A. According to the requirements of the Code of the City of Sheffield, Chapter 21, The Library Board of Trustees, the Library Board of Sheffield Public Library shall consist of 7 members to be appointed from time to time by the Mayor, with the approval of the City Council. Not more than 3 or fewer than 1 shall be from rural Franklin County. The term of office shall be for 3 years.

B. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director.
2. Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies, and equipment.
3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
4. Assisting in the preparation of and seeking adequate support for the annual budget. Developing long-range goals for the library and working toward their achievement

II. Officers

A. The Officers of the Board shall consist of a President, a Vice-President, and a Secretary. The officer positions shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that no one serves more than three consecutive terms in the same office.

B. The duties of all officers shall be such as by custom, law, and rules of this Board usually devolve upon such officers in accordance with their titles.

III. Meetings

A. Regular meetings shall be held on the second Wednesday of the month at 5:30 p.m. at the Library.

Notice of the meeting shall be posted to the public at least 24 hours before the meeting.

B. The Annual meeting will be held in July each year.

C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of 4 or more members. Electronic attendance is acceptable.

If electronic attendance meets the quorum requirements, attendance shall be the duration of the meeting. The time of arrival for electronic attendance shall be recorded in the minutes, as well as the time it ends.

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E. Order of Business:

- Roll call
- Approval of Agenda
of previous Minutes
- Approval of Financial Report
- Approval of Bills
- Librarian's Report
- Unfinished Business
- New Business
- Agenda Items for Next Meeting
- Adjournment

F. The Librarian shall prepare An Agenda for Board meetings in cooperation with the President of the Board.

G. All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director.

H. Chapter 5.06, Meetings, in the Code of Ordinances of the City of Sheffield shall govern in the Parliamentary Procedures of the Board.

IV. Committees

The Board may appoint such special committees as may be needed from time to time.

V. Library Director:

The Library Director shall be the executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be:

- A. To select the library materials in all formats.
- B. To maintain and operate the physical plant.
- C. To recruit, train, and assign members of the library staff.
- D. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
- E. The Library Director or designee shall be in attendance at all meetings of the Board.

IV. Amendments to By-Laws:

Amendments to these By-Laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.