



B-001

Richmond Heights Memorial Library BY-LAWS OF THE BOARD OF TRUSTEES

Article I: Name

This organization shall be called “The Board Of Trustees of the Richmond Heights Memorial Library” existing by virtue of the provisions of Chapter 182 of the Laws of the State of Missouri, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the June meeting of the Board.

Section 2. A nominating committee shall be appointed by the president who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. All Officers shall be bonded in an amount as may be required by a resolution of the Board.

Section 4. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep at the Library a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The treasurer shall perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, the Board shall designate another of its members to perform the duties of the treasurer.



Article III: Meetings

Section 1. The regular meetings shall be held in the months of January, February, March, April, May, June, August, September, October and November, the date and hour to be set by the Board at its June meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. 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:

- a) Roll call of members
- b) Public presentation to, or discussion with, the Board
- c) Disposition of minutes of previous regular meeting and any intervening special meeting
- d) Director's financial report of the Library
- e) Action on bills
- f) Progress and service report of Library Director
- g) Committee reports
- h) Communications
- i) Unfinished business
- j) New business
- k) Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of at least 5 members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board present in person.

Section 6. Conduct of meetings: Robert's Rules of Order shall govern proceedings of all meetings.

Article IV: Library Director and Staff

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. The Director shall hire and maintain a staff of qualified employees, specify the duties of those employees and shall be held responsible for the proper direction and supervision of all employees. The Director shall inform the Board in a timely manner of all personnel changes. The Board reserves the right to intercede in hiring decisions and



in retention of staff when conditions demonstrate an obvious need for intervention. The Director shall be held responsible for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budget appropriation.

Article V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific 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.

Section 2. All committees shall make a progress report to the Library Board as appropriate in order to keep the full Board apprised of all business conducted.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI: General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been communicated to all members prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least 6 of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 4. In order to remain in good standing each Board member is required to miss no more than four of the total nine annual Board meetings. Absence from more than four meetings will result in removal from the Board.

*Adopted by the RHML Library Board of Trustees March 16, 1992
Reviewed and adopted by Board of Trustees, March, 2015*