

Seville Township Library By-Laws

Meetings: The regular quarterly meeting of the Library board shall be held in February, May, August, and November at the library. In the event of a meeting having to be canceled it will be rescheduled with the board president's approval.

The annual meeting shall be held at the time of the regular November meeting at the library. Bylaws, library policies, and employee wages will be reviewed annually.

Membership: The library board will consist of no more than 7 members. One member may be from Sumner Township and six members from Seville Township.

Officers: Officers of the board shall be chosen at the regular annual November meeting of the board, and shall be as follows: president, vice-president, and secretary. An officer may succeed himself, provide, however, that a president or vice-president can serve more than three consecutive terms. One term is equal to 4 calendar years (Nov-Oct).

- The president of the board shall preside at all meetings, appoint all committers, certify all bills, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- The vice-president shall preside in the absence of the president.
- The secretary of the board shall keep a true and accurate account of all proceedings of the board meetings.

Committees: Special committees for the study and investigation of special problems may be appointed by the president, such committees to serve until the completion of the work for which they were appointed.

Quorum: A quorum for the transaction of business shall consist of the majority members of the board. At least one Sumner Township resident may serve on the board.

Library Director/Treasurer: The Library Director shall be considered the employee of the board and shall have sole charge of the administration of the library under the direction and review of the board. The Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff for the efficiency of the library's service to the public, and for the operations of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all board meetings except those at which is appointment or salary is to be discussed or decided.

Treasurer duties: Keep an accounting of the library fund, and shall report each meeting on the state of the funds.

Amendments: These by-laws may be amended at any regular meeting of the board with a quorum present, by unanimous vote of the members present, providing the amendment was stated in the call for the meeting.

Reviewed November 2016

Amendment of By-Laws January 2017