

Seville Township Library By-Laws

Meetings: The regular Bi-Monthly meeting of the Library Board shall be held in January, March, May, July, September, 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 March meeting at the library. By-laws, library policies, and employee wages will be reviewed annually.

All Board members shall be expected to attend all meetings, be it physically present or calling in via phone. Boards conduct their business at meetings and need attendance to function properly. An excused absence is one where the Board member has called ahead and asked to be excused because of illness, travel or other unforeseen conflict. An unexcused absence is one where the Board member does not show up and has not notified anyone in advance. One (1) to two (2) absences a year is acceptable. More than two (2) absences may result in removal from the Board.

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

Officers:

Officers of the board shall be elected every four (4) years, coinciding with Township Board elections, and shall be as follows: president, vice-president, and secretary. However, a board member representing Sumner Township may be appointed. One term is equal to four calendar years. An officer may succeed himself, provided, however, that a president or vice-president cannot serve more than three consecutive terms, without Board approval. One term is equal to 4 calendar years (Mar-Feb).

- 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 president is considered a voting member of the Board.
- 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 a majority of current voting members of 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

Amended March 2019

Amendment of By-Laws January 2017

Amended March 2020

Reaffirmed January 2018

Amended July 2020

Reviewed March 2019

Amended March 2022

Reviewed March 2021

Reviewed March 2022