

LIBRARY BOARD of TRUSTEES

BYLAWS

ARTICLE I

Name

Section 1: The name of the organization shall be Library Board of Trustees of the Aurora Public Library.

ARTICLE II

Duties

Section 1: The duties of the Library Board shall be as stated in the Aurora City Charter.

Section 2: The Library Board shall be advisory in character and it shall prepare and submit to City Council a master plan for the development and maintenance of a modern library system. It shall cooperate with the City Manager in preparing a library section of the proposed capital improvement budget for City Council.

Section 3: The Library Board shall have the additional power to administer gifts and trusts.

Section 4: The Library Board is subject, to City Council approval, to cooperate with any public or private agency in obtaining space, facilities, books or materials for library purposes.

Section 5: Members shall attend all regularly scheduled Board meetings. Members shall give prior notice to the chairperson, secretary, or staff liaison of absences. If a member misses two (2) regularly scheduled meetings in a row, or four (4) scheduled meetings in a twelve-month period, the Board may refer his/her name to the City Council for dismissal.

ARTICLE III

Members

Section 1: There shall be seven (7) voting members of the Library Board, appointed by Aurora City Council for a three (3) year term. Library Board members shall be residents of the City of Aurora.

Section 2: The Library Director shall serve with the Library Board as a non-voting member. The Library Director shall appoint a Recording Secretary.

ARTICLE IV

Meetings

- Section 1: Regular meetings of the Library Board shall be held each month at a Library facility. The annual meeting shall be the regular meeting in February.
- Section 2: Special meetings may be called by the Chairman, Library Director, or by three members of the Library Board for transaction of business stated in the call for the meeting.
- Section 3: Notices of regular meetings shall be provided to all members at least five days before the meeting.
- Section 4: A simple majority of the current Library Board members shall constitute a quorum.
- Section 5: Members may call in via tele-conference if they are physically unable to attend the meeting.

ARTICLE V

Officers

- Section 1: Officers of the Library Board shall be elected at the regular annual meeting and shall be: Chair and Vice-Chair.

ARTICLE VI

Duties Of The Officers

- Section 1: The Chair shall be elected from among the membership at the annual meeting.
- Section 2: Members who have served on the Library Board for at least six (6) months shall be eligible for the office.

Chair

- Section 1: The Chair shall be elected to a term of one (1) year and may succeed himself/herself for consecutive terms.
- Section 2: The Chair shall call all regular and special meetings.
- Section 3: The Chair shall set the agenda for all regular and special meetings.
- Section 4: The Chair shall preside at all regular and special meetings.

Section 5: The Chair shall appoint the appropriate committees.

Section 6: The Chair shall serve as spokesman for the Library Board or shall designate a member of the Library Board to speak on their behalf.

Vice Chair

Section 1: The Vice Chair shall be elected from among the membership at the annual meeting.

Section 2: Members who have served on the Library Board for at least six (6) months shall be eligible for the office.

Section 3: The Vice Chair shall assume all the duties and responsibilities of the Chair when the latter is absent or unable to perform their duties.

ARTICLE VII

Library Director

Section 1: The Director, a non-voting member of the Library Board, shall be responsible for advising and obtaining advice of the Library Board on matters relating to the administration of the department to include directives of the City Council, City Manager and/or Deputy City Manager that may impact the budget, organization, services, and other matters.

ARTICLE VIII

Recording Secretary

Section 1: The Recording Secretary, a non-voting member of the Library Board, shall keep the minutes of all regular and special meetings.

Section 2: The Recording Secretary shall maintain all official records of the Library Board.

Section 3: The Recording Secretary shall notify Library Board Members of the date, time and place of all regular and special meetings of the Library Board.

Section 4: The Recording Secretary shall perform other duties, from time to time, that may be requested by the Chair.

The Library Board By-Laws were amended and approved on May 7, 2009 with the following:

- 1) Addition of Article II Section 5
- 2) Addition of Article IV Section 5