

Bylaws of the Saline County Library Board of Trustees

Article I- Name and Authorization

This administrative board shall be called "The Board of Trustees of the Saline County Library," existing by virtue of the provision of library laws of Arkansas, and exercising the powers and authority and assuming the responsibilities delegated to it under the said laws.

Article II- Meetings

The library board shall meet every other month, the date and hour to be set by the board. Meeting agendas are posted three days before the meeting. Meetings may be conducted via teleconference or videoconference in accordance with Robert's Rules of Order regarding electronic meetings.

Special meetings may be called by the chair or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III- Terms of Office and Officers

Board officers shall be as follows: chair, vice-chair and secretary. The library director shall serve as secretary of the board or designate a staff member.

All trustee nominations shall be submitted to the County Judge for approval by the Quorum Court through recommendation by the library board. The board shall consist of five (5) members. Each trustee shall serve a term of five (5) years in such office, and may serve only two (2) consecutive terms. Board members must reside in Saline County.

The board chair is the trustee whose term of office will expire soonest. The board chair shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chair, the vice-chair shall perform all duties authorized for the chair.

The vice-chair is the trustee whose term expires next after the board chair. The vice-chair shall perform all duties authorized for the chair in the absence of the board chair.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings, issue notices of all proceedings of the board meetings, issue notices of all special meetings, and have custody of the minutes and the other records of the board.

Article IV – Committees

Special committees for the study and investigation of special issues may be appointed by the chair to serve until they have completed the work for which they were appointed.

Article V – Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

Article VI – Resignation, Vacancies, Termination and Absences

Resignation from the board must be in writing and received by the board chair, library director, and county judge.

When a vacancy occurs, the library director must receive nominations for new members from present board members in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting and submitted to the County Judge for approval by the Quorum Court. Persons who complete a previous board member's term are eligible for appointment to serve two full terms of office.

A board member may be terminated from the board due to excess absences, more than three consecutive unexcused absences from board meetings in a year. An absence may be excused by a majority vote of the board. A board member may be removed for good cause with reasons including but not limited to being convicted of a crime or divulging confidential or privileged information. Removal of a board member shall require a three-fourths vote by the remaining four board members. A board member under consideration for removal shall not vote on the issue of their removal.

Article VII - Library Director

The library director is the board's executive officer and shall have sole charge of administering the library under the board's direction and review and in accordance with any applicable federal, state, or municipal law or authority. If there is an irreconcilable conflict under any applicable law, the library director must follow the prevailing law. The library director must consult legal counsel provided to or by the board on any questions regarding applicable law.

The library director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget.

The library director shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at each regular meeting of the board.

The library director shall perform the duties of secretary of the library board or designate a staff member to do so, and shall attend all board meetings except when her or his employment or salary is to be discussed.

An agenda for each regular meeting of the board of the library trustees shall be prepared by the library director preceding such meeting, at the discretion of the trustees.

Article VIII – Order of Business

Conduct of meetings: Robert's Rules of Order shall govern the deliberations of the board except when such rules are in conflict with any of the rules provided herein. The order of business at the regular meetings shall be as follows:

- Call to Order
- Announcements
- Public Comment
- Approval of previous meeting's minutes
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New business
- Board Comments
- Adjournment

Article IX – Amendments

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was distributed to the members at least three days before the meeting.

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