

## **ARTICLE I: BYLAWS**

The name of the library shall be Anadarko Community Library. The Board shall be known as the Anadarko Community Library Board of Trustees, Anadarko, Oklahoma. The purpose of the Board of Trustees shall be to advise the Library department, as mandated by the City and to cooperate with the Librarian in promoting and improving library service in Anadarko and the surrounding community.

The board makes recommendations and acts as a liaison between the library, local government and the community. They monitor library by providing advice on such things as policies and programs. The City Manager manages the library operations, staff and budget.

## **ARTICLE II: BOARD MEMBERSHIP**

**Section 1.** There shall be five (5) board members appointed by the Mayor with the approval of the city council. They will serve overlapping terms of two (2) years and shall serve until their respective successors have qualified and have been appointed.

**Section 2.** The terms of three (3) members shall expire on the second Thursday in May every odd-numbered year, and the terms of two (2) members shall expire at the third regularly scheduled meeting of the year. This meeting shall be called the Annual Meeting.

**Section 3.** The Mayor, with the approval of the Council, may remove a Board member, for the good of the department.

**Section 4.** The Mayor, with the approval of the Council, may fill vacancies, when terms expire or are removed for any reason.

**Section 5.** Board members shall serve without monetary compensation.

**Section 6.** Board members shall attend all board meetings. If this is not possible, they should notify the Librarian in advance of the meeting. Any member who has missed three (3) consecutive unexplained meetings will be removed from the board.

**Section 7.** Board members shall, every year at the May meeting, elect officers.

## **ARTICLE III: MEETINGS**

**Section 1.** Regular board meetings shall be held every other month as determined by the Library Board, unless the meeting is cancelled by bad weather, conflicting seasonal events or

lack of a quorum. Cancellation of a meeting will be based on the consensus of opinion of all board members.

**Section 2.** The Mayor may call special meetings, as well as the Chairman of the Board, or any other board members.

**Section 3.** A quorum shall consist of three (3) board members.

**Section 4.** Order of Business for regular meetings:

- Call to order
- Reading and approval of previous minutes
- Productivity report by the Librarian
- Report of standing committees
- Unfinished business ( all items must be specific for action) )
- New Business (all items must be specific for action)
- Adjournment

**Section 5.** Annual meeting will be held at the third (3) regularly scheduled meeting, in May.

**Section 6.** A notice stating the time and place of any meeting and the purpose for which it is called shall be posted in accordance with the Open Meeting Act.

#### **ARTICLE IV: LIBRARIAN AND STAFF**

**Section 1.** LIBRARIAN – The City of Anadarko shall employ a qualified or suitable Librarian who is interested in people and books, is alert to the needs of the community, is interested in the search for knowledge, and will become aware of the potentials for library development. This person; shall prepare reports on other matters as directed by the Chairperson or the Board; prepare an annual report to be given to the City Council; shall prepare a record of unfinished business after each Board meeting, that the Chairman may present the same in regular order; shall, with the Chairperson prepare an agenda for regular and called meetings.

#### **ARTICLE V: COMMITTEES**

**Section 1.** The Chairperson of the Board will appoint standing or special committees and will discharge the committee upon completion of the task.

**Section 2.** The Board usually acts as a committee.

## **ARTICLE VI: GENERAL**

**Section 1.** A majority vote is needed to make Board actions official.

**Section 2.** The Chairperson shall have the power to make or second a motion.

## **ARTICLE VII: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular meeting of the Board with a quorum present, by 2/3 or majority of the members present, providing the amendment was stated in the agenda for the meeting.

Amended bylaws approved by the Anadarko Community Library Board of Trustees and the Anadarko City Council, May 13, 2013.