

## Chelsea Public Library By-Laws

### LIBRARY BOARD

The Chelsea Public Library Board is a group of five city residents appointed by the City of Chelsea Mayor and City Council to serve for a period of four years. The Library Board serves at the discretion of the Mayor and City Council and is voluntary in nature. Board members may be reappointed to serve additional terms when their current terms expire.

The purpose of the Library Board is to serve as an advisory group to assist the Library Director in developing library policy and planning for the development of the library programs and services.

### MEETINGS

The Chelsea Public Library Board shall meet a minimum of four times annually. The meetings shall be held in the library.

The annual meeting shall be held at the time of the regular meeting for the month of October.

Special meetings may be called by the Chairman, or upon the request of a member of the Board or the Library Director.

### OFFICERS

Officers of the board shall be chosen at the regular annual meeting of the board, and shall be as follows: Chairman, Vice-Chairman, and Secretary.

The Chairman of the board shall preside at all meetings, appoint all committees, authorize call for any special meetings, and generally perform the duties of a presiding officer

In the absence of the Chairman, the Vice-Chairman will assume the duties of the Chairman.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings, and on the authorization of the Chairman, of all special meetings; shall have custody of the minutes and other records of the Board; and shall notify the appointing body of any vacancies on the Board.

### COMMITTEES

Special committees for the study and investigation of special programs may be appointed by the Chairman, 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 the members of the Board.

#### DIRECTOR

The Director shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

#### ORDER OF BUSINESS

The order of business at the regular meetings shall be as follows:

- Call to Order
- Approval of Minutes
- Financial Report
- Director's Report
- Old Business
- New Business
- Adjourn

#### AMENDMENTS

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