

## XV. Edward Chipman Public Library District Board of Directors

### A. Duties and Responsibilities

All power of the Board is a joint and collective power which exists when Board Members act together as one body. Individual Board Members have no power except that granted by the full Board through bylaws, Board policy or by resolution of the full Board as defined by OMA Policy.

1. The Board is the legal policy making body, consisting of seven (7) elected members, preferably not from the same Immediate family.
2. The Board should believe in and actively support the mission of the organization.
3. The Board should be prepared and attend Board meetings and assigned committee meetings.
4. The Board shall select and employ the Director and assist the Director in hiring the staff.
5. The Board shall encourage improved public relations and shall explain the library program and its facilities to the community.
6. The Board shall lead the way in maintaining an ample budget which will enable the library to meet its ever-increasing needs for service.
7. The Board shall be responsible for the administration of the yearly budget, appropriation, and tax levy.
8. All Board members will consider holding an office when asked.
9. A Board member should resign from the Board when no longer able to support the mission or devote the necessary time to be a good member.

### B. Board Meeting Times and Procedures

1. Regular meetings of the Board of Directors of the Edward Chipman Public Library will be held at 7:00pm on the 4th Tuesday of the month. There will not be a meeting in the month of December, however, a meeting may be called by the presiding officers when business makes this necessary.
2. Four members of the Board, which consists of seven members, shall constitute a quorum.
3. The officers of the Board shall be a President, a Secretary and a Treasurer.
4. The officers shall be elected at the first regular meeting of the Board in May of odd numbered years for a term of two years.
5. The President of the Board shall preside at all meetings and generally perform the duties of a presiding officer. In the event the President is unable to attend a meeting, the Secretary or Treasurer will conduct the meeting.
6. The Secretary shall do all the duties of a recording and corresponding Secretary, following the OMA guidelines.
7. The Treasurer shall have charge of all monies allocated to the library, and pay all bills approved by the Board. The President or the Secretary may sign in absence of the Treasurer.  
The Treasurer must be bonded through the library insurance company.
8. Amendments to these rules may be proposed at any Board meeting, but may become effective only after a favorable vote at the next meeting.
9. Employment Guidelines:
  - A. Resumes accepted kept for a minimum of two years on file
  - B. Need only post needed position if resumes or in house queries are not qualifying for job description.

### C. Public Comments at Board Meetings

At each regular and special open meeting, members of the public may comment or ask questions of the Board of Trustees, subject to reasonable constraints.

Individuals appearing before the Board are expected to adhere to the following guidelines:

1. The person wishing to address the Board must sign in to address the Board by placing ones full name on the public comment request form prior to the start of the Board meeting. Individuals who do not sign in prior to the beginning of the Board meeting may be denied the opportunity to do so.
2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
3. Identify oneself; comments shall be limited to 5 minutes under ordinary circumstances. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
4. Conduct oneself with respect and civility toward others.
5. Observe the Board of Trustees decision on any procedural matters regarding public participation not otherwise covered by Board Policy.
6. Public comments may be recorded.