

SUNNYVALE PUBLIC LIBRARY BOARD BY-LAWS

ARTICLE I. NAME AND PURPOSE

A. This body shall be known as the Sunnyvale Public Library Board as authorized by the Town of Sunnyvale and Ordinance 163.

B. The Board shall be the decision/advisory making body that establishes policies and procedures for the library. It is the Board's objective to see that the library is adequately funded, to promote the best possible use of all library resources, to improve the library and to provide free efficient service to all children, youth, and adults for their personal growth and cultural enrichment.

ARTICLE II. MEMBERSHIP

A. The library board shall consist of seven (7) regular members and two (2) alternate members appointed by the Town Council with the Board and Library Staff's recommendation. Members are appointed for two (2) year terms, three (3) regular and one (1) alternate member being appointed in even-numbered years and four (4) regular and one (1) alternate member being appointed in odd-numbered years. Alternate members shall sit and vote when a regular board member is absent. The most senior alternate member shall first sit and vote for an absent regular member. If more than one regular member is absent, then both alternate members shall sit and vote.

B. All board members will be library card holders in good standing.

C. Any board member who misses three (3) consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to the Town Council that a replacement be appointed for the balance of the unexpired term.

D. The Library Director shall be an ex-officio member of the Board.

E. Board members are encouraged to take advantage of training opportunities offered by the Northeast Texas Library System, Texas Library Association, and other organizations. They are also encouraged to be active in the TLA and its efforts to inform the Governor and legislature of the benefits and needs of public libraries in our state.

ARTICLE III. MEETINGS

A. The regular meeting of the Library Board shall be held at a time designated by the Board in the library or such other place the Board may determine.

B. Special meetings may be called by the Chair provided that notice thereof be given to all Board members.

C. A majority of the members shall constitute a quorum at all meetings of the Board.

D. All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

E. Robert's Rules of Order, Newly Revised shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable; and in which they are not inconsistent with these by-laws.

ARTICLE IV. OFFICERS

A. The officers of the Board shall be a Chairperson, a Co-Chairperson, and a Secretary.

B. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

C. Vacancies in office shall be handled as follows:

1. In the event of resignation or incapacity of the Chair, the Co-Chair shall become the Chair for the unexpired portion of the term.

2. Vacancies in officers other than the Chair shall be filled for the unexpired term by special election.

D. Duties of the officers shall be as follows:

1. Chair:

- a. Preside at all meetings.
- b. Represent the Library Board at public functions.
- c. Appoint special committees.
- d. Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board member will be included.

2. Co-Chair:

- a. Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

3. Secretary:

- a. Responsible for the Board's correspondence.

ARTICLE V. POWERS AND DUTIES OF BOARD MEMBERS

A. It shall follow the rules and regulations prescribed by the Town Council for the conduct of its business.

B. It shall act only in an advisory capacity to the Town Council in all matters pertaining to the Library.

C. It shall study and encourage the development of adequate library facilities for the residents of the Town of Sunnyvale.

D. It shall recommend policies on Library service for approval by the Town Council.

E. It shall advise the Librarian on problems of development of library facilities, programs and improved library services.

F. It shall recommend to the Town Council suggested programs on the development of library facilities, programs and financial support.

G. It shall advise in coordinating the Library service with the programs of voluntary organizations.

H. It shall assist in interpreting the policies and functions of the Library Department to the public.

I. It shall make recommendations to the Town Council relative to the annual budget for the Library Department.

J. It shall advise the Librarian on the development of long-range capital improvement programs, and, when in its opinion the need exists for additional library facilities, it shall make appropriate recommendations to the Town Council.

K. It shall recommend to the Town Council the amount to be charged as a fee for the use of any library facilities.

L. It shall recommend to the Town Council rules and regulations governing the administration of the Library program and the use of Library facilities.

M. It shall make any other recommendations to the Town Council regarding library matters that it considers advisable.

N. It may accept for the Town of Sunnyvale, gifts, revenues, bequests or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the Town Council.

O. It shall whenever in its opinion it is desirable or necessary to establish operating hours during which library facilities shall be operated, recommend to the Town Council such hours of operations, and if approved by the Town Council, such hours shall be posted on the entrance of such buildings, facilities, etc., and shall be deemed as the official hours of operation.

ARTICLE VI. ORDER OF BUSINESS

A. The order of business at the regular meeting shall be as follows:

1. Call meeting to order.
2. Establish a quorum by members present stating names.
3. Public comment period.
4. Library Director's report.
5. Committee reports.
6. Old business.
7. New business.
8. Establish next meeting date.
9. Adjournment.

B. The Chair person and the librarian in consultation shall prepare the agenda of business for each board meeting and present a copy of it to each board member present at the beginning of each meeting.

ARTICLE VII. GENERAL POLICIES

A. Indebtedness.

1. No loans or advances shall be contracted on behalf of the Board and no note or other evidence of indebtedness shall be issued in its name.

B. Conflict of interest.

1. No member or officer of the Board shall receive at any time any of the earnings of the Board, nor share in any of the Board's assets upon the dissolution of the Board, all such persons by accepting their membership of office, shall be deemed to have expressly consented to the foregoing.

C. Reimbursement for Expenses.

1. Reimbursement of Board Members for travel or other expenses accrued in carrying out Library business shall be paid upon approval by a majority of Board Members or as a result of policies to be established by the Board.

ARTICLE VIII. AMENDMENTS

A. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would then be subject to approval by Town Council.

APPROVED AND ADOPTED: 12/11/2008