

# 200 - By-laws of the Library Board

Revised December 10, 1992 by DeSoto Parish Library Board of Control

## BY LAWS FOR DESOTO PARISH LIBRARY

### Article I: Of the Trustees

- Section 1:** The trustees shall meet for organization, annually at the last regular meeting in the year.
- Section 2:** The officers shall be President, Vice-President, and Treasurer, selected by ballot at the annual meeting to serve for one year. They shall be members of the Board.
- Section 3:** Vacancies in offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.
- Section 4:** The President shall preside at meetings. The Finance Committee Chairman shall approve all bills to be paid from library tax money by the Police Jury.
- Section 5:** In the absence of the Finance Committee Chairman, the President shall approve all bills or appoint a replacement.
- Section 6:** The President shall name and appoint the Budget Committee. This committee shall be composed of not less than three (3) members and the Librarian may serve as one member of the committee. This committee shall serve for a period of one (1) year.

### Article II: Of the Meetings

- Section 1:** Meetings of the board shall be held quarterly. Special meetings may be called by the Secretary at the direction of the President or at the request of three members of the Board, and the notices for such special meetings shall state the objects for which they are called.
- Section 2:** At all meetings four (4) members of the Board shall constitute a quorum.
- Section 3:** The Budget Committee shall present to the Board of Trustees, at its last regular meeting of the year, the proposed budget for the ensuing year.

**Article III: Of Officers and Employees**

**Section 1:** The principal official shall be the Librarian.

**Section 2:** Upon the advice of the Librarian, the Board shall appoint employees, fix their salaries, and retain them during its pleasure.

**Article IV: Of the Librarian**

**Section 1:** The Librarian shall be held responsible to the Board for the proper management of the library, for the preservation and care of its property, for the discipline and efficiency of its service, and for the keeping of the financial accounts of the library.

**Article V: Of the Secretary**

**Section 1:** The Librarian shall act as secretary of the Board of Control, and keep full and correct reports of its proceedings.

**Section 2:** He shall give notice of all Board and Committee Meetings at least twenty-four hours before the time of such meetings.

**Article VI: Of the policies**

**Section 1:** The use of the library building and equipment shall be regulated by the Board of Control and shall be under the direction and supervision of the Librarian.

**Section 2:** The personnel policies of the library shall be regulated by the Board of Control and shall be carried out by the Librarian.

**Article VII: Of the Order of Business**

**Section 1:** The order of business at the regular meeting shall be:

1. Calling roll
2. Reading of minutes
3. Reports of special committees
4. Report of Librarian - financial and statistical
5. Reading of communications
6. Election of officers
7. Unfinished business
8. New business

**Article VIII: Of Resolutions and Orders**

**Section 1:** A majority of the votes of a quorum of the Board shall be necessary for the adoption or passage of any resolutions or orders.

**Article IX: Of Amendments**

**Section 1:** These by-laws may be amended at any regular meeting by a majority vote; provided that specific notice of proposed amendments shall have been given at a previous regular meeting.