

Powers and Duties of the Trustees

I. Policy Formation

The board shall be the policy forming body of the Leon Public Library and with the assistance of the librarians shall establish general policies governing the operation of the library. Having accepted these policies, the board shall delegate to the librarians the authority to carry them out.

II. Selection of Librarian

The board shall elect a properly qualified person to be the librarian. Such an election shall take place whenever a vacancy occurs and properly qualified librarians have been interviewed and their qualifications thoroughly evaluated. The majority vote of the board shall be required to elect the librarian.

III. Library Personnel

It shall be the duty of the board to consider the employment of all library personnel on the recommendation of the librarian, in keeping with the personnel policies of the board.

IV. Budget

The board shall submit annually to the City Council a budget containing the estimates in detail of the amount of money necessary for the ensuing year.

V. Legal Responsibilities

The board shall perform such additional duties and responsibilities as are prescribed by state law and city ordinances.

VI. Selection and Appointment of Trustees

A. Number of Trustees to be appointed

The library board shall consist of nine (9) members, eight (8) members are to be residents of the city of Leon, with one (1) member residing within Decatur County. Such individuals shall be recommended by the library board and appointed by the Leon City Council.

B. Term of Office

Library trustees shall hold their office for six years from date of appointment. The term shall run from January 1 of even calendar years through December 31 for each year of service. The term of three board members will expire every two years. It is recommended that trustees serve no more than three consecutive terms of six years each.

C. Vacancies

All vacancies on the board shall be reported to the City Council within thirty days of vacancy. The vacancy shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an unexpired term shall be for the unexpired length of the term.

D. Officers

The board of trustees shall elect at the February meeting, from its members, a president, vice president, and secretary who shall serve for one year.

1. President

The president of the board shall preside at all meetings, appoint all committees, and certify all bills approved by the board. The president will authorize call for any special meetings and generally perform the duties of a presiding officer.

2. Vice President

The vice president shall preside in the absence of the president.

3. Secretary

The secretary of the board shall keep a true account of all proceedings of the board meetings. In the absence of the secretary the president shall appoint a secretary pro temp to record the minutes of the meeting.

E. Salary

All members of the board of trustees and the officers shall serve without salary or any compensation whatsoever.

F. Meetings of the Board of Trustees

The board shall meet monthly, the second Tuesday of each month at 5:00 PM. A majority of the members shall constitute a quorum for the transaction of business. At all regular meetings the members will wait fifteen minutes and if there are then not enough members to provide a quorum the meeting will be adjourned.

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