

BY-LAWS
of
SIKESTON PUBLIC LIBRARY
SIKESTON MISSOURI

ARTICLE 1. OFFICERS

The Officers of the Board of Directors shall be a President, Vice-President, Secretary and Treasurer.

ARTICLE II. MEETINGS

Regular meetings of the Board shall be held at the Library on the first Monday of each month at 4:30 P.M., and five members shall constitute a quorum for the transaction of all business not otherwise specifically provided for.

Special meetings may be held at any time on a call of the President.

Meetings may be held in person, through electronic means, or through a hybrid of the two formats.

Members who are unable to attend may vote on matters before the board by electronic means, or by appointing another board member to vote by proxy in the member's stead.

ARTICLE III. ELECTION OF OFFICERS

At the regular meeting in July of each year the Board shall elect a President, Vice-President, Secretary and Treasurer, who shall hold office for one year, and until their successors are elected and qualified, unless otherwise removed.

The President, Vice-President and Treasurer shall be members of the Board. It shall require a majority of all members of the Board to elect any officer. Any vacancies occurring shall be filled in like manner.

In the event of failure to elect any of all officers as above provided, said election shall be held at any special or regular meeting thereafter.

The offices of Secretary and Library Director may be held by the same person.

ARTICLE IV. COMMITTEES

The following standing or regular committees shall be voted upon by the full board at the first regular meeting in July of each year, or at the time of the election of officers, and shall consist of three members of the Board:

1. Finance Committee, of which the Treasurer shall be a member.
2. Personnel Committee.
3. Operations Committee.

ARTICLE V. DUTIES OF OFFICERS

President: The President of the Board shall preside at all meetings; sign all vouchers approved by the Board and all other duties properly belonging to the presiding officer of the executive body.

Vice-President: The Vice-President shall perform the duties of the President in case of his/her absence, death, refusal, or inability to act.

Secretary: The Secretary shall keep a permanent record of all proceedings of the Board; conduct and file correspondence; attest all bills-authorized by the Board, and perform such other duties as the Board may direct.

Treasurer: The Treasurer has charge of all funds belonging to the library and pays out same only on warrant signed by the President and Secretary. The treasurer shall report at each regular meeting of the Board the conditions of the treasury. The Treasurer shall give a personal or surety bond, if required by the Board, and in such sum as it may deem necessary and reasonable.

ARTICLE VI – LIBRARY DIRECTOR

The Library Director shall have charge of the day-to-day operation of the library and may be responsible for the care and preservation of the books and other library property. The Library Director shall be responsible for the courtesy and efficiency of the library service, the accessioning, classifying, cataloging and shelving of the books; the enforcement of the rules, the accuracy of the records, the exact amount of moneys received from fines and other sources and the cleanliness and attractive condition of the rooms.

The Library Director shall make a monthly report of the operation of the library and shall make such recommendations as shall promote the efficiency of the library.

The Library Director shall prepare an annual report showing as fully as possible the progress of the library during the preceding year, including an inventory of the books, etc., and shall attend the meetings of the Board and assist the Secretary in keeping the minutes of meetings and accounts.

The Library Director shall discharge such other duties as may be prescribed by the Board provided that the performance of his duties shall not incur debt or liability of any kind without authority from the Board.

ARTICLE VII. ORDER OF BUSINESS

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

1. Call to Order
2. Reading of Minutes of previous meeting
3. Approval of Monthly Petty Cash Report
4. Approval of Monthly Bills
5. Finance Committee Report
6. Personnel Committee Report
7. Operations Committee Report
8. Library Director's Report
9. Other Matters
10. Adjournment

ARTICLE VIII. EXPENDITURES

All claims against the Board must be presented at a meeting of the Board for investigation and approval, with the exception of the monthly salaries of employees, already filed by the Board, which may be paid by orders drawn in the usual manner.

No officer or committee shall incur any expense or make any contract without having secured the sanction of the Board in advance.

ARTICLE VIII. AMENDMENTS

Amendments may be made to the foregoing By-Laws by a majority vote of the members of the Board, provided notice in writing of such amendment shall have been filed at a previous meeting of the Board.

RULES AND REGULATIONS

1. HOURS: The Library shall be open from 10 a.m. to 8 p.m. Monday through Thursday; 10 a.m. to 6 p.m. Friday; and 10 a.m. to 4 p.m. on Saturday.
2. USE OF THE LIBRARY: Books and periodicals may be taken from the library only when charged on a library account.

Anyone living in the city limits of Sikeston, owning property in the city limits of Sikeston, or residing in the Sikeston R-VI School District in Scott County may obtain a library card free of charge. On their first visit to the library, a person should present one source of identification with his/her name and current address, and complete an application form available at the circulation desk. Children must be 5 years old to have a library card. Children under the age of 18 must have a parent or legal guardian complete their application for a card.

3. LIBRARY CARD: When required conditions shall have been met by the applicant for a library card, such card shall be issued and shall be in force for one year from date of issue. Upon renewal, a library card for residents of the library district shall be in force for three years, and all other cards renewed will be in force for one year. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whosoever presented, and for fines accrued on the same.
4. CIRCULATION OF MATERIALS: Materials checked out from the library or any of its partner libraries may be retained for two weeks and may be renewed for an additional two weeks.

5. FINES AND PENALTIES: The Library shall not charge daily fines for any item returned past its due date, provided that the book is returned in useable condition. Any item retained by the borrower past 60 days shall be considered lost and the full replacement price of the book charged to the borrower. Replacement cost for any item returned in unusable condition shall be charged to the borrower's library account. Damage which may incur a charge for replacement include, but are not limited to, liquid damage; animal chewing to cover or pages; excessive number of torn pages; excessive markings on cover or interior of books; or missing discs from audio/visual materials.

6. OVERDUES: Notice of books overdue shall be given by mail, by telephone or by e-mail, but failure to receive such notice will not excuse delinquents from fines. All injuries beyond reasonable wear and all losses shall be made good to the satisfaction of the library.

7. RULES MAY BE AMENDED: The rules may be amended, altered, added to, or changed at any regular meeting of the Board, to be laid over until the next regular meeting.