Bylaws of the Library

Board of Trustees

Gordon City Library

2025

Article I.
Name

Section 1. This organization shall be called the Board of Trustees of the Gordon City Library. This Board exists by virtue of the provisions of Statute 51-202 of the laws of the State of Nebraska. The Board exercises the powers and authority and assumes responsibilities delegated to it under the statute.

Article II.
Membership

Section 1. Board of Trustees of the Gordon City Library is made up of five members, each serving a four-year term. After each term, the City Council reviews the membership and makes whatever adjustments it deems advisable.

Section 2. When vacancies occur, the Board presents the Council with the name of a prospective replacement. The City Council makes the final decision and notifies the new member.

Article III.
Officers

Section 1. The officers shall be President, Vice-President, and Secretary. Officers assume their duties July 1st. The names of the members are listed according to time of appointment.

Section 2. The duties of the President are to preside at meetings, perform all duties of a presiding officer, call special meetings and be a legal representative of the Board. The President may vote on all issues.

Section 3. The duty of the Vice-President is to assume the duties of the President in the absence of the President.

Section 4. The duty of the Secretary is to keep the minutes of the meetings.

Article IV.
Meetings

Section 1. The regular meetings shall be held each month. Refer to the Board policies and procedures for date and time.

Section 2. The annual meeting, which shall be for the purpose of election of officers, shall be held at the regular meeting in June of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items:

A. Roll Call
B. Disposition of minutes of the previous regular meeting and any intervening special meeting
C. Financial report and action on bills
D. Director's statistical report and previous month's calendar.
E. Other reports
F. Communications and updates
G. Building maintenance and repair
H. Staff
I. Materials/equipment/supplies
J. Library programs/services/meetings
K. Library policy/budget
L. Long-range planning
M. Other unfinished business, new business, public presentation, public discussion
N. Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President and Library Director, or at the request of two (2) Board members for transaction of business as stated in the call of the meeting. The City Clerk will be notified and the special meeting will be published to advise the public in accordance with the Open Meetings Act.

Section 5. A quorum for the transaction of business at any meeting shall consist of three (3) members of the Board present in person.

Section 6. Robert's Rules of Order Newly Revised shall govern proceedings of all meetings.

Article V.
Library Director and Staff

Section 1. The Library Director and Assistant Librarians are appointed by the Board, employed by the City of Gordon, and under the supervision of the Board.

Article VI.
Amending the Bylaws

Section 1. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been delivered to all Board members not present at the meeting when the action was proposed. Such written notice is to have been delivered ten (10) days prior to the meeting at which the vote was taken.

Article VII.
Conflict of Interest

Section 1. No Gordon City Library Trustee may use his or her position as a trustee to obtain financial or other gain for the private benefit of the trustee or for the trustee's immediate family, or for any organization with which the trustee is associated.

Section 2. In the event that a conflict of interest situation should arise, a trustee will abstain from discussion or voting on any issue which the trustee recognizes as a conflict of interest for any other trust, the conflict should be pointed out, and the group as a whole should then decide whether or not the issue really represents a conflict of interest for the trustee in question before the discussion on the issue proceeds.

Approved August 12, 2025
by the Gordon City Library Board of Trustees