The Library Board of Trustees

Policies and Procedures

Gordon City Library

2025

The Library Board of Trustees is made up of five members, each serving a four year term. Members may serve as many terms as they are willing unless the City Council deems it advisable to review the membership and make any adjustments it concludes are necessary. When vacancies occur, the Library Board of Trustees presents to the City Council the name of a prospective replacement. If the City Council approves, the new member is notified by the Library Director.

The President, Vice-President, and Secretary assume their duties July 1st. The names of the members are listed according to time of appointment. Election of officers is held annually in the month of June.

The duties of the President are to preside at meetings, appoint committees, call a special meeting, perform all duties of a presiding office, and to be the legal representative of the Board. The President may vote on all issues.

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

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

The Library Board of Trustees holds regular meetings on the second Tuesday of each month. In the event of a known conflict, the regular meeting may be rescheduled in which case the Board will decide a date and time at the previous meeting. The City Clerk will be notified of any changes.

The Library Board of Trustees will do all that is necessary to remain certified by the Nebraska Library Commission. Requirements for certification are described in Appendix 1 of the Guidelines for Service.

Approved August 12, 2025

by the Gordon City Library Board of Trustees