

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Board Officers

Number 8006

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4/19/18;9/8/23

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Board officers will perform the legal duties of the office and such other functions as are designated by the board. (See *Board By-laws, Article V*)

All board members are expected to attend meetings prepared to discuss items presented on the agenda, to suggest other items for consideration and to vote upon motions and resolutions presented.

President - The Board President has the usual powers and responsibilities of this office as prescribed by the statutes and action of the board. Specific duties include:

- Preside at all meetings of the board.
- Appoint all committees unless otherwise directed by the board.
- Call special meetings of the board upon request of two or more members and at such times as he/she deems necessary.
- Review the meeting agenda prepared by the Library Director prior to meeting notification of other board members.
- Co-sign checks for payment of bills in accordance with Policy 6020, Purchasing
- Chair the Personnel Committee
- Perform such other duties as may be appropriate to the duties of the office in the stewardship of the library on behalf of the community as the board determines.
- Upon the request of a patron or community member, designate a board representative to join a meeting of the patron and Library Director.

Vice-President - The Vice-President performs the duties of the President in the absence of the President and other functions as designated by the board. In case of vacancy in the office of President, the Vice-President succeeds to the office of President for the balance of the unexpired one-year term.

Secretary - The Secretary of the Board has the usual powers and responsibilities of this office. Specific duties include:

- Keep, or cause to be kept by a competent clerk, complete records of Board meetings.
- Post, or cause to post, all legal notices, direct the preparation of, and sign all legal documents.
- Give, or cause to be given, the prescribed notice of the biennial election and of any special elections of the district.

- Perform such other duties as are required by the board.

Treasurer - The Treasurer has charge of the funds of the Croumaine District Library, providing for their safe custody and investment as directed by the board, subject to limitations for investment of public funds as provided by law. Specific duties include:

- Delegate to the Library Director the responsibility of:
 - Recording all moneys received or deposited to the library's funds, and all disbursements, sales and transfers from the funds.
 - Monitoring expenditures monthly to see that they are reasonable, correctly posted and within budget appropriations.
 - Preparing monthly financial reports for the review of the Finance Committee.
- Co-sign checks for payment of bills in accordance with Policy 6020, "Purchasing."
- Report monthly to the board at its regular meeting on all funds received and disbursed on behalf of the library.
- Act as liaison person between the bank or brokerage firm when there is a discrepancy in account statements and library records.
- Chair the Finance and Property Committee.
- Perform such other duties as are required by the board.