

PROPOSED AMENDMENT TO LOOMIS LIBRARY BYLAWS

Recording Meeting Minutes

OPTION 1

Article V Meetings

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library and on the Town of Loomis website.

Section 4.1. Minutes Recorder

The Board Chair will appoint a board member at each meeting to record all items of business, all motions (except those that were withdrawn), and the result of all votes taken. In coordination with the Librarian, prepare Meeting Minutes in time for review at the following quarterly Board Meeting.

OPTION 2

Article IV Officers

Section 1. The officers of the Board shall be a Chair, a Vice Chair, and Secretary elected from among the appointed trustees at the Annual Meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 6. The Secretary will record all items of business, all motions (except those that were withdrawn), and the result of all votes taken. In coordination with the Librarian, prepare Meeting Minutes in time for review at the following quarterly Board Meeting.