

The regular annual meeting of the Directors of the Eau Claire Public Library, was held on Monday evening, July 13th, 1903, at seven-thirty o'clock P.M. and the following Directors were present; Vice President Cotten presiding, and Directors, Allen, Halvorsen, Ingram, Coffin, and Lockwood.

The records of the previous meeting were read and approved.

On motion of Director Allen, seconded by Director Halvorsen, it was voted to proceed the election of officers for the ensuing year, and Directors Ingram and Halvorsen were appointed tellers.

On motion W. J. Starr was nominated for President, the total number of ballots cast was six, of which Mr. Starr received six, and he was declared unanimously elected.

On motion F. H. L. Cotten was nominated for Vice President, the total number of ballots cast was six, of which Mr. Cotten received six, and he was declared unanimously elected.

On motion C. W. Lockwood was nominated for Secretary, the total number of votes cast was six, of which Mr. Lockwood received six, and he was declared unanimously elected.

The Secretary reported a balance on hand with the City Treasurer on June 30th, of \$3314.60, of which \$62.92 belong to the Library Fund, and \$3251.68 belong to the Building Fund. He also stated that a third installment of \$5000.00 had since been received from the Home Trust Company, of Hoboken, New Jersey, making the total to date of \$11,000.00 for the Library Building Fund.

The committee on rules consisting of Directors Cotten, Allen, and Frawley, reported and submitted a draft of By-Laws, which were thoroughly discussed and after a few minor changes were agreed to as follows:

BY - LAWS
of the
Eau Claire Public Library

ARTICLE I.

Name.

Sec. 1. The name of this Library shall be,-
Eau Claire Public Library.

ARTICLE II.

Officers.

Sec. 1. The Officers of the Board of Directors shall consist of a President, Vice-President and Secretary, whose duties shall be such as are usually performed by like officers of similar organizations, and such as may be prescribed by Law, or required by the Board of Directors.

They shall be elected by ballot at the annual meeting of the Board, or at an adjournment thereof, or at a special meeting called for that purpose, and shall hold office until and including the 30th day of June of the year next succeeding their election, or until their successors are elected.

Sec. 2. The Annual Meeting shall be held on the second Monday evening in July in each year, at the Library, at eight o'clock.

Sec. 3. The Regular Meetings of the Board of Directors shall be held on the fourth Monday evening of each month, at the Library Rooms, at seven-thirty o'clock. Should the date of any regular meeting fall on a legal holiday it shall be held one week later.

Sec. 4. Six (6) Directors shall constitute a Quorum.

Sec. 5. The order of business shall be as follows:

1. Calling the Roll.
2. Reading minutes not previously approved.
3. Reading communications and considering the same
4. Report of Executive Committee.
5. Report of Committee on Literature.
6. Report of Finance Committee.
7. Report of Special Committees.
8. Report of Librarian.
9. Consideration of claims and bills.
10. UNfinished business.
11. Miscellaneous Business.
12. Election of Officers.

The order of business may be temporarily changed or dispensed with by a majority vote of the Directors present..

ARTICLE III.

Committees.

Sec. 1. At the regular meeting next succeeding the Annual Meeting, or as soon thereafter as may be, the President shall appoint the following Standing Committees:

1. Executive Committee.
2. Committee on Literature.
3. Finance Committee.

Sec. 2. The Committee on Literature shall consist of three Directors, besides the President, who shall be ex-officio a member of said Committee. The other two standing Committees shall consist of three Directors each.

Sec. 3. The terms of all standing Committees shall be the same as prescribed for the General Officers. The

action of all shall be subject to the approval or revision of the Board.

Sec. 4. Special Committees shall be appointed by the President when the business to be considered or transacted seems to demand it, upon request, by majority vote of the Directors present at any meeting of the Board.

ARTICLE IV.

Duties of Committees.

Sec. 1. The Executive Committee shall have general supervision of the Library building, the Library rooms, Heating, Lighting, Furnishings, Management, and the work of the Librarian; and shall also assist in the work of providing funds, in promoting the interest and securing the aid of the public in supporting and increasing the efficiency of the Library.

Sec. 2. The Committee on Literature shall recommend the books and periodicals to be purchased, examine the same and make such suggestions to the Board concerning the circulation, use and care of the same, and concerning the Literary work of the Library, as it may deem proper, and shall execute the orders of the Board regarding such matters.

Sec. 3. The Finance Committee shall examine and report on all claims referred to it by the Board; shall audit and approve all bills and accounts presented against the Library; shall exercise a general supervision of the finances and shall at the end of each fiscal year, or as soon thereafter as practicable, submit a report covering the expenditures of the Board, and also furnish an estimate of the funds needed to maintain the Library for the next fiscal year.

ARTICLE V.

Librarian.

Sec. 1. The Librarian shall be elected by ballot, at the annual meeting in July of each year, or at any adjournment thereof, or at any regular meeting of the Board when there may be a vacancy in said office, and shall serve until June 30th next succeeding such election unless sooner removed, or resignation accepted by the Board.

Sec. 2. The Assistants shall be appointed and their compensation fixed by the Board, and shall serve during the pleasure of the Board.

Sec. 3. The Librarian, under control of the Board of Directors, shall have general charge and superintendence of the Library in all its departments, and of all the employes thereof; shall be responsible for the care of Books, Literature, Furniture, and other property, for the proper discharge of their duties by all employes, for the maintenance of due order and decorum, and for the proper observance of the rules and regulations prescribed by the Board of Directors for the government of the Library; shall keep a proper record of all books, periodicals and documents on hand, the number acquired by purchase, gift or otherwise, the number lost, worn out, retired or otherwise disposed of, the number of books loaned, the general character and kind of such books; and keep all such records as may be required; shall furnish the Board of Directors with such statistics and information as may be called for; shall examine and certify such bills and accounts against the Library as are correct; shall assist the Committee on Literature in the selection of books and periodicals; prepare lists of books and periodicals to be purchased; whenever required be present at the meetings of the Board and its Committees, and at the end of each fiscal year submit a detailed, written report to the Board of the operations and condition

of the Library and make such suggestions as may be deemed of interest.

Sec. 4. The Librarian shall pay all incidental expenses from the fines collected and report the same, with voucher therefor, quarterly, at the regular meetings in March, June, September and December to the Board for its approval and payment.

Sec. 5. The Librarian and Assistants regularly employed in the Library, shall be entitled to a vacation of thirty (30) days in each year, the same to be taken at such time or times as will not interfere with the interests of the Library and must be arranged for with the Librarian; but no vacation shall be granted to any person who has not been regularly employed in the Library for at least six months.

ARTICLE VI.

Miscellaneous.

Sec. 1. The Board shall have power, at any meeting, regular or special, to make and adopt rules and regulations for the government of the Library, or to change the same; fix the terms and conditions on which books may be drawn and used, to prescribe and regulate the fines for retaining books over time, and all other matters pertaining to the Library.

Sec. 2. All bills and claims against the Library, when audited by the Finance Committee, or two members thereof, and certified by the Librarian, shall be presented to the Board for its approval and when approved, the Secretary shall draw orders on the City Treasurer in payment therefor, which said orders shall be countersigned by the President or Vice President.

Sec. 3. All employes of the Library are subject

to removal, for cause, at any time, by a two-thirds vote of the Directors present at any meeting of the Board, or may be suspended by a majority vote, the salary of a suspended employe to cease from the date of suspension until re-instated, unless otherwise ordered by a two-thirds vote of the Directors present.

Sec. 4. Special meetings may be called by the President, or the Vice President in his absence, at any time, or by the Secretary upon a written request to him signed by at least three directors, and when called by the Secretary at least three days notice by mail or otherwise shall be given, said notices to state the object or purpose for which the meeting is called.

Sec. 5. The Secretary shall notify all Directors of the Annual and Regular Meetings; and of special meetings of the Board called by the President or Vice President.

Sec. 6. The President shall prepare an annual report at the end of each fiscal year, or as soon thereafter as possible, which when approved by the Board shall be presented to the Mayor and Common Council of the City of Eau Claire..

Sec. 7. The end of the fiscal year of the Library shall be June 30th of each year, or such other date as may be prescribed by law.

Sec. 8. Amendments to these By-Laws must be submitted in writing at a regular meeting of the Board of Directors and may be acted upon at any subsequent meeting..

On motion of Director Ingram, seconded by Director Cotten the above By-Laws were unanimously adopted.

There being no further business the annual meeting of the Directors then adjourned.