

## **Standing Meeting Rules:**

1. Meetings shall begin at 4:30 p.m. unless an alternative time is approved by the board.
2. Employment of worker(s) other than staff shall be by bid if the amount is over one hundred (100) dollars.
3. Overdue book and audio fines are set at a rate of twenty five (25) cents after the second contact and (50) cents after the third contact. Fines will continue to increase until material is returned or replaced. Fines may not exceed cost of material.
4. Overdue video materials are one (1) dollar per day.
5. Video materials may generally be checked out after the library opens for the day and must be returned the following day. If a borrowed dvd has been placed on reserve for the day it is due back, it should be returned by 1:00 p.m. so the patron reserving it has time to pick it up before closing time. Exceptions are specially marked materials which may be kept for two weeks.
6. Cost of a library material will be paid for the person who checked out the item.