# Trustee By-Laws

## Article I - Name and Authorization

This organization shall be called The Board of Trustees of the McLouth Public Library, (may also be referred to as “The Library Board”) existing by provision of K.S.A. 12-1222 (if a city, township or county library); with powers and duties as provided in K.S.A. 12-15 and K.S.A. 12-25 of the Laws of the State of Kansas.

## Article II - Meetings

All public library board meetings are subject to the Kansas Open Meeting Act (KOMA), K.S.A. 75-4317 et.seq. See Library Laws A. The Library Board shall meet on the 2nd Thursday of each month at 12:30 p.m. at the Library. The regular meeting in April shall be the annual meeting.

Special meetings shall be called by the chairman or upon written request by a majority of the board members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given to each member of the board at least two days in advance of such meeting and no other business other than that stated in the notice shall take place.(K.S.A. 12-1224 and K.S.A. 12-1243).

Executive Meetings - If a formal motion is made, seconded and carried, the board may recess, for a specified time, to a closed or executive meeting, provided no binding action shall take place during the closed door session and provided the purpose of the session is stated.

The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the meeting, and the time and place.

The law specifies that only certain subjects may be discussed during the closed meeting. Those subjects, which apply to libraries, are the following:

1. Personnel matters
2. Consultation with an attorney for the library, which would be deemed privileged in the attorney-client relationship
3. Matters relating to employer-employee negotiations
4. Confidential data relating to financial affairs or trusts
5. Preliminary discussion relating to the acquisition of real property

## Article III - Quorum

Three members shall constitute a quorum for the transaction of business.

## Article IV - Officers

Officers shall be elected at the annual April meeting. Board officers shall be as follows: President, Vice-President, Secretary and Treasurer.

Duties of Officers:

President - With assistance from the library director, draw up an agenda for board meetings, preside at meetings, guide discussions and ensure coverage of the topics. The President must sign all contracts. THE PRESIDENT AND THE LIBRARY DIRECTOR ARE RESPONSIBLE FOR AN ANNUAL REVIEW OF THE POLICY MANUAL.

Vice-President - Presides at meetings in the absence of the President. Verifies approved expenditures as prepared and presented by the treasurer.

Secretary - Should record the proceedings of each meeting and provide an electronic copy for the record. The record of procedure should be read at the next meeting, corrected if necessary and approved. Approval of the minutes should be noted. The Secretary should sign the minutes of each meeting after they are approved.

Because the secretary's minutes are the official record of Board action, they should include:

1. The purpose of the meeting (whether regular or special), the time, the place, those attending, and approval of the minutes of the last meeting.
2. Complete record of action taken by the Board relative to the Director's report, communications, the treasurer's report, and all other business transacted.
3. Record of adjournment, No business may be legally transacted following adjournment.
4. The secretary must record all motions exactly as stated and show whether adopted or rejected since this is the legal voice of the Board, and only that information recorded in the minutes can be considered official.
5. The secretary should also keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

Treasurer - The Treasurer receives all tax funds from the municipality, as well as gifts and endowments given to the library. The treasurer and/or persons with bank-approved signature must sign all checks. The treasurer must be bonded in an amount fixed by the board and approved by the governing body of the municipality (K.S.A. 12-1226.) While the statute states the treasurer must be bonded, the statute does not say the bond must be from an insurance company. The Treasurer should be knowledgeable about the capital improvement fund and promote its adoption by the board. See Library Law B.

System Representative - The Board shall appoint a representative to the System Board. The representative shall be responsible for attending the annual NEKLS meeting and to act as liaison between the system and the Library Board.

## Article V - Committees

Each committee shall consist of persons appointed by the Chair and confirmed by the Board. They shall hold their office until the termination of the project.

Budget – Treasurer and Library Director shall be appointed to the budget committee by the Chair. A preliminary budget shall be presented at the May board meeting. The library budget shall be approved by a quorum of the library board in an open meeting held in June.

Publicity– Assist the board and Library Director in promoting the services, resources and programs offered by the library.

Planning – Assist the board and Library Director in reviewing and recommending goals, long range and short term objectives and actions for the future.

Other committees shall be appointed as needed.

## Article VI - Order of Business

1. Roll Call
2. Reading of minutes of previous meeting
3. Financial Report
4. Approval of above items or the Consent Agenda
5. Correspondence and communication
6. Director’s Report
7. Report of Standing and Special Committees
8. Unfinished Business
9. New Business
10. Adjournment

## Article VII - Board Responsibility

The Board has the responsibility of making and directing the policy of the library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

The board is responsible for upholding the Open-Meeting Act (KOMA), see Library Law A, and the Kansas Open Records Act (KORA) see Library Law C.

## Article VIII - Board /Director/Staff Relationships

The Board shall select a Library Director, who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the employment and direction of the staff, for the operation of the Library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to her/him by the Board. The Director shall attend all regular and special board meetings.

## Article IX - Repealing By Laws

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of those present, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the Board and sent to those not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board and such notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

## Article X - Parliamentary Procedure

*Robert's Rules of Order, Newly Revised,* shall govern the proceedings of the Board.

Revised by the McLouth Public Library Board 2/06/2015