

## **BOARD OF TRUSTEES BY-LAWS**

### **LIBRARY DISTRICT NO. 1, MIAMI COUNTY, STATE OF KANSAS**

Amended on this 25<sup>th</sup> day of April, 2013

#### **ARTICLE I: NAME AND AUTHORIZATION**

This organization shall be called "The Board of Trustees of Library District No. 1, Miami County, state of Kansas", existing by virtue of the provisions of K.S.A. 12-1236, with powers and duties as provided in K.S.A. 12-1225 of the laws of the state of Kansas.

#### **ARTICLE II: PURPOSE AND OBJECTIVE**

The purpose of Library District No. 1, Miami County Board of Trustees, shall be to promote, coordinate, and support full and free library services to all residents of the district, to respond to the needs of the residents, and to support the goals and objectives of the American Library Association, the Kansas Library Association, and the North East Kansas Library System.

#### **ARTICLE III: BOARD RESPONSIBILITIES**

The board is responsible for making and directing the policy of the library in accordance with the statutes of the state of Kansas and maintaining positive working relationships with members of the board, the library director and library personnel.

##### **LIBRARY DIRECTOR**

- select a library director who shall be the administrative officer under the direction and review of the board
- develop criteria for evaluating said library director's performance
- evaluate library director's performance annually

##### **PERSONNEL**

- adopt personnel policies making sure that they concur with local, state and federal laws that relate to employment practices
- provide an adequate salary schedule and fringe benefits for all library employees
- provide in-service training and professional development for all library employees and volunteers
- library director to hire, administer and evaluate library staff

##### **RECORDS AND FINANCIAL ACCOUNTING**

The Library Board of Trustees shall secure adequate funds to develop and maintain a vital and progressive library. They shall also administrate and control library funds, property and equipment.

All records of the library, including copies of financial transactions, shall be maintained at the library facility and/or in a safe deposit box located off-site. Copies of monthly board minutes and financial reports shall be distributed to each member and archived. Financial records and activities shall be maintained in accordance with generally accepted accounting principles.

## **ARTICLE IV: MEETINGS AND QUORUM**

**REGULAR MEETINGS:** The regular meetings shall be held on the fourth Thursday of each month at 6 pm, or at such date and time prescribed by the board.

**ANNUAL MEETING:** The annual meeting shall be held on the 1<sup>st</sup> Tuesday in March each year at 6 pm, or at such time prescribed by the board.

**SPECIAL MEETINGS:** Special meetings may be called by the president or at the written request of a majority of the board members. Notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the board 10 days in advance of such meeting and no business other than that stated in the notice shall be transacted at such meeting.

**QUORUM:** Four members shall constitute a quorum for the transaction of business. In the absence of the president and vice-president of the board, the members present shall elect a temporary president.

## **ARTICLE V: MEMBERS AND OFFICERS**

The board of trustees shall consist of seven members, elected by all persons who attend the annual meeting, and have the qualifications to vote in a general election.

**MEMBER TERMS:** The term of each member shall be four years, commencing on the 1<sup>st</sup> Tuesday of April following the annual meeting, and ending on the 1<sup>st</sup> Tuesday in April of the fourth year.

**ELECTION OF OFFICERS:** The nominating committee shall present a slate of officers, and officers shall be elected at the April meeting, or as successors are needed, by a majority vote of the members voting. The board of trustee officers shall consist of:

**PRESIDENT:** The president shall preside at meetings of the board, assist the board in library related activities, and perform such other duties as may be prescribed by the board. He or she shall also gain membership into the Kansas Library Trustee Association (KLTA) for the duration of his or her term in office.

**VICE-PRESIDENT:** The vice-president shall perform all duties as may be assigned by the president or board. In the absence or resignation of the president, the vice-president shall perform the duties of the president.

**SECRETARY:** The secretary shall record and sign the minutes of the meetings, and shall perform all duties as may be assigned by the president or board.

**TREASURER:** The treasurer shall account for all funds received by the library and shall present monthly financial statements at regularly scheduled board meetings.

**AUTHORITY:** The Library Board of Trustees shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes under the name and style of "Library District No. 1, Miami County, state of Kansas", and under such name may contract,

sue and be sued, acquire, hold and convey real and personal property in accordance with law. (K.S.A. 12-1242). A member has enforceable authority only when acting on behalf of and by the authority of the board as a whole; in all other circumstances, a member shall be considered a regular library patron, and the member's comments and concerns will be treated the same as any other patron's.

**MEMBER RESPONSIBILITIES:** Library Board of Trustees member duties include, but are not limited to, the following:

- Advocate and promote library interests within the district and with local and state officials
- Attend all regularly scheduled and special board meetings
- Participate in at least one continuing education opportunity annually
- Notify appropriate authorities of vacancies on the board; recommend qualified candidates, if appropriate; and participate in the orientation of new trustees

**MEMBER VACANCIES:** Vacancies in said board by death, removal, resignation or otherwise shall be filled for the unexpired term by appointment made by the president of said board, by and with the endorsement and approval of a majority of the remaining members, and shall be for the unexpired term in like manner as the original elections. A vacancy in the office of president shall be filled by the vice-president for the remainder of the year until the next annual meeting. This shall not prevent the vice-president from serving as president the following term.

**REMOVAL FROM BOARD:** A member may be removed from the board for failure to adequately perform his/her duties. This removal shall be accompanied by the majority vote of the board and written notice shall be provided to the member in question.

## **ARTICLE VI: COMMITTEES**

Committees shall be appointed by the president as the need arises, or at the request of a majority of the library board, and shall perform such duties as may be assigned to them by motion or resolution adopted.

**NOMINATING COMMITTEE:** Members of the nominating committee shall present a slate consisting of two names for every seat on the board for which there is a vacancy. Elections for members of the board of trustees are conducted at the annual meeting and trustees assume the duties of their position on the fourth Thursday in April (the date of the April meeting of the Board of Directors) of each year (K.S.A. 12-1238).

## **ARTICLE VII: SERVICE AREA AND BOUNDARIES**

Library District No. 1 serves approximately 9,000 patrons in an area that is nearly identical to the USD 416 boundaries.

## **ARTICLE VIII: FISCAL YEAR**

The fiscal year of the library shall be the calendar year, January 1 through December 31, each year.

## **ARTICLE IX: AMENDMENTS**

These by-laws may be repealed, amended, or revised by the procedures set forth as follows:

- A notice containing a full statement of the existing and proposed amendment(s) and the date, time and location of the meeting shall be sent to trustees at least 10 days prior to the meeting, if possible.
- At such meeting, after proper notice has been given and a quorum established, the board may adopt the proposed amendment(s) by a two-thirds majority vote of the trustees present.

Cindy Apple, President

Steve Fike, Vice-President