

Trustee Orientation

NEKLS Accreditation Standard 3: New trustee orientation is essential to the effective functioning of a library board. At a minimum, orientation should consist of:

Statutory Power and Duties of the Library Board

Kansas Public Library Trustee Manual, Pgs. 9-11.

Board Meetings

Kansas Public Library Trustee Manual, pgs. 13-19.

Kansas Open Meetings and Open Record Requirements

Kansas Public Library Trustee Manual, pgs. 16 & 18.

Board and Director Roles

See Handout & Kansas Public Library Trustee Manual, pgs. 24-25.

Conflict of Interest

Kansas Public Library Trustee Manual, pgs. 21-22, Appendix H, pg. 66.

Key Planning and Goal Documents

See Budget, Policies and Accreditation Standards.

BOARD AND DIRECTOR ROLES: THE GOVERNANCE MODEL

| Library Board | Library Director |
|--|---|
| <p>Board Leadership</p> <ul style="list-style-type: none"> • Risk and the future • Politics and influence • Mission and Vision • Strategic direction • Partner with director | <p>Director Leadership</p> <ul style="list-style-type: none"> • Risk and the future • Politics and influence • Mission and Vision • Strategic direction • Partner with board and staff |
| <p>Board Management</p> <ul style="list-style-type: none"> • Budget approval • Director hiring and evaluation • Policy creation and approval • Bylaws and board committees • Board projects • Community relations | <p>Director Management</p> <ul style="list-style-type: none"> • Create budgets • Hire, coach and evaluate staff • Policies and procedures • Organize work of the library • Plan and implement projects • Outreach to community |
| <p>Tasks</p> <ul style="list-style-type: none"> • Meeting attendance & participation • Record minutes and legal details • Sign checks, approve expenditures • Attend board training • Research and committee assignments | <p>Tasks</p> <ul style="list-style-type: none"> • Circulation, reference, programming • Technology services • Collection development, cataloging • Children's services • Customer service • Community outreach |

RESPONSIBILITIES OF LIBRARY BOARDS

To employ a competent and qualified library director and work for sufficient financial support to provide a qualified staff

To provide good working conditions and benefits for library staff members, opportunities for training and development and recognition of staff achievements

To determine and adopt written policies to govern the operation and programs of the library

To know the community and make sure the library's programs reflect the community's individual needs

To create and monitor short and long range priorities for the library and secure adequate funds to implement the library's objectives

To establish, support and participate in planned programs to market the library's services to the community

To work for adequate financial support for the library, advocating for public support and participating in community fundraising

To assist in the preparation of the library budget and explain and promote it at budget hearings

To monitor and finance the care of library facilities

To plan appropriately for library automation

To attend board meetings and make sure that accurate records are kept of all board proceedings and actions

To know local and state laws that impact the library's program and actively support needed library legislation

To be aware of the services of the Kansas State Library and the Kansas Regional Library Systems

BY-LAWS

Adopted 03/01/2016

ARTICLE I:

This organization shall be called "The Board of Directors of the Oskaloosa Public Library," existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II:

The mission of this public library is "The Oskaloosa Public Library enriches the quality of life for our citizens by providing access to information, technology and educational experiences."

ARTICLE III:

The service area of this public library includes Northeast Kansas.

ARTICLE IV:

The officers of this Board shall consist of a chair, a vice-chair, a secretary and a treasurer, whose duties shall be those usually pertaining to these officers. They shall be elected at the annual meeting or serve until their successors are elected.

ARTICLE V:

The regular meetings shall be held monthly on the first Tuesday of each month at 6:00 p.m., unless otherwise ordered by the Board. The regular meeting in May shall be the annual meeting. Unless waived, notice of each regular meeting shall be emailed to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the chair. Special meetings shall be called at any time by the Chairman or at the written request of a majority of the members. Written 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 at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at the meeting.

ARTICLE VI:

Five members shall constitute a quorum for the transaction of business. In the absence of the chair and vice-chair of the Board, the members present shall elect a temporary chair. Members with more than two unexcused absences from meetings will be considered inactive and informed in writing that a replacement appointment to the board will be sought.

ARTICLE VII:

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 of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

ARTICLE VIII:

The Board shall select a library director who shall be the administrative officer under the direction and review of the Board. He shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library's policy manual as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the library director by the Board of Directors. The library director shall attend all regular and special board meetings.

ARTICLE IX:

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

ARTICLE X:

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

Continuing Education for Trustees

Northeast Kansas Library System Library Development Accreditation Standard 9 of "Structure and Governance"

The library board participates in at least one continuing education activity annually. This activity may be:

- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the library system or other resource.
- Attendance at continuing education activities provided by the library system and/or other continuing education providers.
- Other continuing education activities including viewing and discussion of online or recorded presentations.