**Trustee Policy**

Oskaloosa Public Library

Attendance policy for library trustees:

Trustees who miss 3 consecutive board meetings without explanation to the board will be asked to resign. If no resignation letter is received by the board in response to a certified letter, the position will be filled with a new member.

Adopted October 5, 2005

Trustee Policy

1. Ethics Statement for Public Library Trustees

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify themselves immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

This statement was developed b the ALTA-PLA Common Concerns Committee. It was adopted by both the ALTA and PLA Boards.

1. By-Laws

By-Laws

Re-Adopted 1983

Article I – Name and Authorization

This organization shall be called The Board of Trustees of the Oskaloosa Library, existing by provision of K.S.A. 12-1222 (if a city, township or county library); or K.S.A. 12-1236 et. Seq. (if district library) with powers and duties as provided in 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 1st Tuesday of the month at 6 pm at the Library. The regular meeting in May shall be the annual meeting. The Board will not meet in August or December.

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 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 Sessions – 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 sujects may be discussed during the closed meeting. Those 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

Four members shall constitute a quorum for a seven member library. The OPL board has an eight member representing the Oskaloosa Township.

Article IV – Officers

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

Duties of Officers:

Chairman – 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 chairman and Treasurer must sign all contracts and checks.

Vice-Chairman – Presides at meetings in the absence of the Chairman.

Secretary – Should record the proceedings of each meeting in a book provided for that purpose. The record of procedure should be read at the next meeting and corrected if necessary.

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 the approval of the minutes of the last meeting.
2. Complete record of action taken by the Board relative to the librarian’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 must be bonded in an amount fixed by thte 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 agency. THE TREASURER SHOULD HAVE KNOWLEDGE OF THE CAPITAL IMPROVEMENT FUND AND PROMOTE ITS ADOPTION BY THE BOARD.

System Representative – The Board shall appoint a representative to the System Board. The representative shall be responsible for attending the annual Spring and Fall assemblies and to act as liaison between the system and the library board. The library director may serve as this representative.

Article V. Committees

Each committee shall consist of at least three members, and they shall be appointed by the chair and confirmed by the board. They shall hold their office until the next annual meeting.

Budget – The library director will present the budget at the May meeting for approval. In May, the budget will be submitted to the municipality. The municipality must have their budget prepared by the first day in August.

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 statues of the State of Kansas. In responsibilities include promotion of library interests, securing adequate fund to carry on the work satisfactorily, and 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. Trustee/Director/Staff Relationships

The board shall select a 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 ser forth in the annual budget, and for such responsibilities as are delegated to him/her by the board. The librarian 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 those present, providing, however, that such proposed repeal, 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.

1. Continuing Education for Trustees

Orientation conducted by the librarian and the board chair should be the first step in the new trustee’s education. Because the needs of the library and the community change constantly, the board member should be aware of new trends and new methods in the library field. To do so, board members should be encouraged to join the Kansas Library Association and attend regional and state conferences and workshops. Workshops and programs sponsored by the system also assist board members in keeping current in the library field. Expenses for attendance at workshops and conferences should be reimbursed at the same rate as for staff.

Every trustee should be familiar with current and pending legislation relating to libraries at local, state and national levels. Trustees should vigorously express their opinions as an individual and/or with members as a library board, and their elected representatives in regard to any such pending legislation.

CAPITAL IMPROVEMENT FUND

A capital improvement fund is a good tool to eliminate end-of-the-year carry-over funds which might result in a cut in funding for the following year. It should be treated as an expenditure from the budget.

Beginning in 1986, K.S.A. 12-1258 gave city, county and township library boards the authority to create a library capital development fund and to place in this fund each year an amount of up to 10% of the library’s certified operating tax budget. Prior to passing this law, tax moneys could not be used capital improvement. These capital improvement funds may be accumulated and do not have to be expended by the end of each budget year as do all other tax moneys and the moneys may be added at any time. Money from this fund may be used for improving, furnishing, equipping, remodeling or making additions to the library.

Outside the policy manual, a paper trail should be created to help legitimize the CIF. Steps that should be followed include:

1. The library board passes a resolution creating a Capital Improvement Fund.
2. The resolution should be included in meeting minutes (as well as in the policy manual), and a copy should be delivered to the city, county, or township government.
3. A library cannot budget for the CIF in a line item, so the budget document should include instead a statement of intent to transfer an amount not to exceed 10% if the tax budget to the capital improvement fund. This establishes intent by the board when the budget is approved by the municipality.
4. The library board should open an interest-bearing account of any sort and name it the Library Capital Improvement Fund.
5. At the end of the year, make the transfer to the CIF by writing a check from the general fund to the CIF account.

By following these steps, the library has a written record in the minutes as well as the policy manual, at the municipality, in the budget and at the bank.

Emergency Preparedness Policy

1. Emergency
2. Emergency Telephone Numbers

A list of the following information should be kept in a prominent place by each telephone:

Service Contact person Phone Number

Ambulance

Fire Department

Health Department

Poison Control

Police Department

Sheriff

TV and Radio Stations

Legal Advisor

Utility Companies

Plumber

Carpenter

Electrician

Exterminator

Lock Smith

Insurance Company

Computer support service

1. Persons to Summons When a Disaster Occurs

It is the responsibility of the person first observing the disaster to call (after emergency call have been made): Director Phone Number and Board President Phone Number

1. Procedures
2. Rodent and Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

Isolate the rest of the materials from the collection

Identify the type and extent of infestation

Consider the options for pest management, including routine extermination by a professional exterminator.

1. Natural Disasters

Because the Oskaloosa Library is vulnerable to flooding, tornadoes, lightning strikes, wind, hail storms, ice and snow storms, the following disaster plans have been adopted:

1. Escape rout – Determine the quickest and safest escape routes
2. Flooding – In the event of flooding in the building, STAY OUT of the affected area. Do not enter until the electric company has disconnected the electricity. Have someone guard the entrance to the flooded area to keep out unauthorized people. After the electric company has given permission to enter the flooded area, salvage operations should begin immediately.
3. Tornadoes – Determine safest place for cover. Keep radio and working flashlight in the library at all times. When “Watch” is announced (conditions right for tornado to develop), keep radio on. When “Warning” is announced, take cover. Direct patrons to predetermined cover area. ENTRY DOORS SHOULD REMAIN UNLOCKED.
4. Lightning/Fire – If only the smell of smoke is detected, determine the source and notify person in charge. If there is a fire, the absolute first action to be taken is to notify people in the building of the emergency. Call fire department. Start an orderly evacuation of the building. Be sure to check areas like the restrooms, children’s areas, etc. If handicapped people are in the building, they should be evacuated first. All occupants are to be directed outside and away from the building. If the fires is small, a fire extinguisher may be used, but fire extinguishers are not considered to be a significant fire-fighting aide.
5. Ice and snow storms – Library may close early by decision of Director or person in charge. If programs have been planned, decision must be made to cancel and notify. If time permits, notify TV and radio stations.
6. Collapse of Shelving or Other Structural Damage

If shelving collapses, rope off the area from staff and the public immediately. Removal of materials should only be done if there is no risk of personal injury. Assessment of damage should be made and the proper authority called to repair the damage. When structural damage occurs, call sheriff or fire department, who will assess the damage and determine when it is safe to enter the area.

1. Equipment
2. Basics

The following equipment needs to be kept in the library at all times: flashlight with extra batteries and bulbs; first aid kit that can be transported from area of the library to another; a radio that is battery operated with spare batteries.

1. Fire Extinguishers

Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless he/she is actually on fire and there is no other alternative.

1. Smoke Detectors

At least once a year, the director must change the batteries in the smoke detectors.

1. Insurance

Information on the quantity and value of library materials covered by the library’s insurance company shall be kept to date. This will be done by maintaining an accurate shelf list.