**Centralia Community Library**

**Trustee By-Law**

**Article I – Name and Authorization**

This organization shall be called “The Board of Trustees of the Centralia Community Library”, existing by virtue of the provisions of the 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 – Mission Statement**

The mission of the Centralia Community Library is to provide diverse cultural opportunities for reading, learning, and entertainment to all citizens within its service area.

**Article III – Service Area**

The serviced area of this public library includes the City of Centralia and its environs.

**Article IV – Meetings**

The regular meetings of the Library Board shall be the third Monday of every other month at a time designated by the Library Board. The meeting shall be posted and published for public announcement prior to the meeting to be held at the Library. The regular meeting in April shall be the annual meeting. Special meetings shall be called by the chairperson or upon request by 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 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 be transcribed at such meeting. (K.S.A. 12-1224)

All meetings of the Library Board are subject to – and in conformity with – the Kansas Open Meetings Act (KOMA), K.S.A. 75-4317 et seq.

The order of business for board meetings shall be:

1. Call the roll
2. Adoption of meeting agenda
3. Consideration and approval of minutes of previous meeting
4. Financial report
5. Library Director’s report
6. Report of Standing and Special Committees
7. Unfinished business
8. New business
9. Adjournment

**Article V – Quorum**

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

**Article VI – Officers**

Officers shall be elected at the annual meeting. Board officers shall be as follows:

Chair, Vice-Chair, Secretary, and Treasurer.

Duties of Officers:

Chair – 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 Chair and/or Director must sign all contracts.

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

Secretary – Should record the minutes of each meeting. The minutes should be read at the next meeting, corrected in necessary and approved. The secretary shall sign the minutes of each meeting once approved by the Board.

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. All motions must be recorded exactly as stated and show whether adopted or rejected. Only that information recorded in the minutes can be considered official.
3. Record of adjournment. No business may be legally transacted following adjournment.
4. 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 and maintains regular reporting of those accounts to the Board. The Treasurer of the Board shall be bonded. (K.S.A. 12-1226)

**Article VII – System Representative**

The Board shall appoint a representative to the Northeast Kansas Library System Board. The representative shall be responsible for attending the System’s Annual Assembly in August and act as a liaison between the System and the Library Board.

**Article VIII – Committees**

Regular committees shall be appointed at the annual meeting each year. Each committee shall consist of at least three board members appointed by the Chair and confirmed by the Board. They shall hold their office until the next annual meeting. Other committees shall be appointed as needed.

Budget Committee – The Committee shall consist of the Treasurer, the Chair, the Library Director. The following schedule should be followed: April – budget discussion and submitted to the Board for approval; June – budget submitted to the municipality. The library budget should be approved by a quorum of the library board in an open meeting.

**Article IX – Board Responsibility**

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

**Article X – Trustee/Director 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 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 XI – By-Laws Changes**

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of the quorum, 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 members 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 XII – Parliamentary Procedure**

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