**Section 5 – Trustee Policy**

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**Section 5 – Trustee Policy**

1. **Need for Trustee Policy**

Board Policies are necessary to govern the operations of the library board, and ensure that the board meets the mission and goals of the library, and operates in an ethical and appropriate manner.

1. **Ethics Statement for Public Library Trustees**

The following policy on trustee ethics was developed by the ALTA-PLA Common concerns Committee, and adopted by both the ALTA and PLA Boards.

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 library institution.

It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict or interest exists

Trustees must distinguish clearly in the 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 with the positions.

Trustees 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 the fullest efforts of librarians in resisting censorship of library materials by groups or individuals.

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

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1. **Library Organization Chart and Roles and Responsibilities**

**Board of Trustees**

**Library Director**

**Library Assistant Library Assistant Custodian Volunteers**

**Duties of the Board and the Library Director**

The **Board** employs a library director who meets the stated requirements and has

 the needed skills.

The **Director** hires and supervises staff according to policy and utilizes the skills

 and initiative of the staff members to the library’s advantage.

The **Board** approves the policy manual making sure that they concur with local,

 state, and federal laws that relate to the operations of libraries.

The **Director** provides the board with recommendations and materials to review

 and executes the policy manual.

The **Board** adopts personnel policies as outlined in the personnel policy section of

 this policy manual.

The **Director** provides input, timely changes and applies the personnel policies

 fairly and equitably to all employees.

The **Board** provides an adequate salary schedule and fringe benefits for all eligible

 employees.

The **Director** suggests policy improvements needed in compensations, benefits,

 and working conditions.

The **Board** members are elected to regular terms at the annual board meeting,

 and interim vacancies on the board are filled by a vote of the board.

The **Director** recommends criteria for effective board members and participates

 in the selection and orientation of newly appointed members.

The **Board** develops criteria for evaluation of the library director’s performance

 and reviews the director’s effectiveness in library administration.

The **Director** provides sample director evaluation tools for the board to review.

 The director maintains current job descriptions, position appraisals and

 up-to-date records for all staff members. The director advertises and

 hires to fill staff vacancies.

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1. **Orientation of New Trustees**

A trustee orientation program will be provided to new trustees, including at least the following items:

New trustees will meet with the library director to learn how the library is:

 organized and governed structured to serve community needs

 funded and budgeted linked to other resources and libraries

 operated day-to-day related to the board of trustees

Governance authorities and responsibilities of the board:

 officers and committees responsibilities and expectations

 meeting location & schedule relationship to library director

 goals and long range plans accomplishments

Items new trustees should receive are:

 list of board members and staff with names, address and phone numbers

 by-laws of the board library policy manual

New trustees should be made aware of:

 long range plans recent annual reports

 current budget and financial reports

copies of all statutes and contracts pertaining to libraries

 community analyses, with demographic, economic and employment trends

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**Section V – Bylaws**

**Article I:** This organization shall be called “**The Board of Directors of the Meriden–Ozawkie Public Library**,” existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-12154 and K.S.Z. 12-1225 of the laws of the State of Kansas. (Revised 2014)

**Article II:** The mission of the Meriden-Ozawkie Public Library, a tax-supported community resource is to insure the people’s access to information by providing trained staff, information resources, up-to-date technology, and adequate telecommunication. The people of this community, with the help of library staff, will have free access to the information they need in a timely manner.

**Article III:** The service area of the Meriden-Ozawkie Public Library includes the city of Meriden, the city of Ozawkie, Ozawkie Township and Rock Creek Township. (Revised 2014)

**Article IV:** There will be seven members on the Meriden-Ozawkie Library Board. Board members must live within Library District # 1, County of Jefferson, State of Kansas. The officers of the Meriden-Ozawkie Public Library Board shall consist of a president, vice-president, secretary, and treasurer. Officers Duties are as follows:

President

 Prepare agenda for monthly board meetings

 Conduct monthly board meetings

 Conduct annual meeting

 Signature on library checking account

Vice-President:

 In absence of President, fulfill those duties

 Board representative with Friends of the Library

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Secretary:

 Take minutes during monthly board meetings

 Prepare monthly minutes and send to board members

Maintain minute’s notebook

 Signature on library checking account

Treasurer:

 Maintain accurate financial records for the library

 Prepare monthly board financial reports

 Maintain checking account along with financial resources

 Prepare an annual budget in compliance with state statues

 Signature on checking account

 Prepare yearly tax statements, payments and checks for library.

 Work with county officials for taxing district

Board members shall be elected at the annual meeting in March for a term of four-years. At each annual meeting upon the expiration of the term of any board member, his or her successor shall be elected for a term of four (4) years, expiring on the first Tuesday of April of the fourth year following his or her election. Vacancies in said board of directors accruing 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 endorsement and approval of a majority of the remaining board members, and shall be for the unexpired term in like manner as the original elections. K.S. A. 12- 12 41. (Revised April, 2014)

**Article V:** Regular monthly meetings are held in the library on the third Monday of each month, 6:30 p.m. unless otherwise ordered by the Board.

Unless waived, written notice of each regular meeting shall be mailed or sent electronically 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 President and the Director. Special meetings shall be called at any time by the President or at the written request of a majority of the members. Verbal or written notice, which may include electronic notification, 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 (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting. K.S.A. 12-224 and K.S.A. 12-1243. (Revised, April, 2014)

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The annual meeting shall be held on the second Tuesday of March at 7:30 p.m.

Notice of annual meeting will be published in local newspaper two consecutive weeks before annual meeting. The last publication of notice will be six (6) days prior to the annual meeting. K.S. A 12 – 1239 and K.S. A. 12 – 1240

Public library board meetings are subject to the Kansas Open Meetings Act (KOMA) K.S.A. 74-4317 et.seq. this law specifies that only certain subjects are discussed during closed meetings. They are: personnel matters, consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship, matters relating to employer-employee negotiations, confidential data relating to financial affairs or trusts, preliminary discussion relating to the acquisition of real property.

**Article VI:** Four members shall constitute a quorum for the transaction of business. In the absence of the president and vice-president of the Board, members present shall elect a temporary chair. Members with more than two unexcused absences from meetings may be requested to consider resigning from the board. (Revised, April 2014)

**Article VII:** At the annual meeting or at the first regular meeting thereafter, the following committees may be appointed by the president and confirmed by the Board. Committees are: Executive, Finance and Personnel. Each committee shall consist of at least three members and they shall hold their offices until the next annual meeting or until successors are appointed. (Revised 2014)

The Executive Committee’s members shall include the officers of the board. The president of the board serves on all standing and special committees.

There also shall be special committees as may be required. They shall be appointed by the president of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

**Article VIII:** The Board has the responsibility of making and directing the policy of the Meriden-Ozawkie Public Library, in accordance at all times with the

statues of

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the State of Kansas. Its responsibilities include promotion of library interests securing of adequate funds to carry out the work satisfactorily, and the administration and control of library funds, property and equipment.

**Article IX:** The Board shall select a director who shall be the administrative officer under the direction and review of the Board. The director 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 operations of the library under the financial conditions set forth in the annual budget and for such responsibilities as are delegated to the library directory by the Board of Directors.

The director shall attend all regular and special board meetings.

**Article X:** 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 a regular meeting of the Board and sent to the 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 XI:** Roberts Rules of Order, Newly Revised shall govern the proceedings of the board.

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Updated March 31, 2014.

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1. **Board Training**

A specified continuing education goal is for the library board, as a board, to meet annually for board training. The director will keep board members informed of continuing educational opportunities that will enable them to meet their objectives.

The Northeast Kansas Public Library System (NEKLS) provides assistance to public library boards who wish to set up a training session on topics of concerns to the trustees.

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