Overbrook Public Library BY-LAWS

Adapted from “The Kansas Public Library Handbook 2015 Revision”

Approved: May 14, 2018

**ARTICLE I:**

This organization shall be called “The Board of Directors of the Overbrook 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 programs and services of the Overbrook Public Library provide its many constituents equal opportunity access to educational, informational, cultural, technological, and entertainment resources in an attractive comfortable environment.”*

**ARTICLE III:**

The service area of this public library includes Overbrook, KS and surrounding communities in Osage, Shawnee, and Douglas Counties.

**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 third Monday 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, written notice of each regular meeting shall be mailed or delivered via e-mail to each member of the Board not less than three (3) days prior to such 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 such 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:**

At the annual meeting or at the first regular meeting thereafter, the following standing committees shall be appointed by the chair and confirmed by the Board:

* Finance Committee
* Planning Committee

Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There also shall be an Executive Committee whose membership shall consist of the chair of the Board, who also shall be chair of the Executive Committee, and the chair of the several standing committees. There also shall be such special committees as may be required. They shall be appointed by the chair 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 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 IX:**

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 unless notifying the board in writing prior to the meeting and providing a delegate from the staff.

**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 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 XI:**

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