

# By-Laws of the Basehor Community Library

## Board of Directors

<b>Article I</b>	This organization shall be called “The Board of Directors of the Basehor Community Library”, existing by virtue of the provisions of K.S.A. 12-1236, et. seq., with powers and duties as provided by the laws of the State of Kansas.
<b>Article II</b>	The mission of the Basehor Community Library is to provide recreational, educational and reference information, materials and services to residents of the library district to stimulate ideas, advance knowledge and enhance quality of life.
<b>Article III</b>	The service area of this public library is outlined on the attached map.
<b>Article IV</b>	<p>The Board of Directors shall consist of seven (7) members elected by ballot by the qualified voters residing within the library district at the annual meeting. The order of business at the annual meeting shall include the election of person(s) to fill vacancies occurring on the board due to completion of terms, death, removal or resignation. The election shall be by voice vote unless a ballot vote is requested by any qualified voter, then and in that event, a secret ballot method will be executed by the chairperson. Each position will expire the April 30th at the end of a four (4) year term.</p> <p>Vacancies occurring on the Board shall be filled for the unexpired term by appointment made by the chairperson of the Board, by and with the endorsement and approval of a majority of the remaining Board members.</p> <p>Board members must reside within the library district.</p>
<b>Article V</b>	The officers of this Board shall consist of a chairperson, a secretary and a treasurer, whose duties shall be those usually pertaining to these offices. They shall be elected at the annual meeting or serve until their successors are elected.
<b>Article VI</b>	The regular monthly meetings shall be held monthly at 6:30 p.m. the first Tuesday in March and thereafter monthly on the second Thursday of each month at 6:30 p.m., unless otherwise ordered by the Board. The annual meeting shall be held at 7:30 p.m. on the first Tuesday in March. Special meetings shall be called at any time by the Chairperson 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 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 transacted at such meeting.
<b>Article VII</b>	<p>Four members shall constitute a quorum for the transaction of business. In the absence of the chairperson the members present shall elect a temporary chairperson. A board member who misses three meetings in a calendar year shall be removed from the board. However, the board, via a majority vote, retains the right to retain a member who has missed 3 or more meetings.</p> <p>The meetings shall follow the procedures outlined in Robert’s Rules of Order. An agenda should be prepared by the chairperson and the librarian prior to the meeting. The agenda</p>

	<p>should follow this pattern:</p> <ol style="list-style-type: none"> <li>1. Roll call</li> <li>2. Minutes of the previous meeting</li> <li>3. Correspondence and communications</li> <li>4. Director's report</li> <li>5. Financial report</li> <li>6. Report of any committees</li> <li>7. Unfinished business</li> <li>8. New business</li> <li>9. Adjournment</li> </ol>
<b>Article VIII</b>	There shall be such special committees as may be required. They shall be appointed by the chairperson of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.
<b>Article IX</b>	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.
<b>Article X</b>	The Board shall select a Director who shall be the administrative officer under the direction and review of the Board. S/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 him/her by the Board of Directors. The Director shall attend all regular and special Board meetings.
<b>Article XI</b>	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, 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 subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

These by-laws were revised and adopted at the July 12, 2010  
Basehor Community Library Board meeting.