

By-Laws

Osawatomie Public Library

Adopted 03/20/2017

ARTICLE I This organization shall be called the "Board of Trustees of the Osawatomie Public Library," existing by virtue of the provisions of KSA 12-222, with powers and duties as provided in KSA 12-1215 and 12-225 of the laws of the State of Kansas.

ARTICLE II The officers of this Board shall consist of a Chairman, a Vice Chairman, a Secretary and a Treasurer, whose duties shall be listed below. They shall be elected at the annual meeting (see ARTICLE III) and hold their offices until the next annual meeting or until their successors are elected.

2. Duties of Officers

2.1 Chairman

- 2.1.1 ~~Draw up~~Approve agenda for Board meetings
- 2.1.2 Preside at Board meetings
- 2.1.3 Sign all ~~checks and~~ contracts ~~along with the Treasurer~~
- 2.1.4 Appoint Committees for special duties
- 2.1.5 Serve as a liaison between the Board and the Librarian between regular meetings.

2.2 Vice Chairman

- 2.2.1 Preside at Board meeting in the absence of the Chairman

2.3 Secretary

- 2.3.1 Record the proceedings of each meeting, which shall be read and distributed to all Board members prior to or at the next meeting.
 - 2.3.1.1 Copies of these proceedings shall also be mailed to the City Manager.
- 2.3.2 Write official letters of the Board and keep these filed with the records.

2.4 Treasurer

- 2.4.1 Must be bonded in an amount fixed by the Board and approved by the City Council.
- 2.4.2 Pay out funds collected for maintenance of the library and all financial transactions of the library.

2.4.3 Keep an accurate record of all funds received and expended and make reports of the same to the Board monthly, or as often as the Board may require.

2.4.4 In as much as the City of Osawatomie has fiscal and acting responsibility for the financial actions of the Library the duties of the Treasurer are currently waived.

ARTICLE III The regular meetings of the Board shall be held monthly in the Library on the third Monday of the month, one hour after the regular closing time of the Library, unless otherwise ordered by the Board. The regular meeting in ~~May~~ April shall be the annual meeting.

Special meetings may be called at any time by the Chairman or at the written request of the majority of the members. Written notice stating time and place of any special meeting and the purpose for which, shall, unless waived, be given to each Board member 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.

Except when the Librarian's salary or dismissal is being considered, Board meetings shall never be held without the presence of the Librarian or his/her representative.

If a formal motion is made, seconded and carried, the Board may recess, at a specified time, to a closed or executive meeting, provided no binding action shall take place during closed door session and provided for the purpose for this session is stated.

No business may be legally transacted following the adjournment of the Board Meeting.

All Board meetings shall be open to the public and no binding action by the board shall be by secret ballot.

ARTICLE IV Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chairman and the Vice Chairman of the Board, the members shall elect a temporary chairman.

Rules for parliamentary procedure, together with the Library Management Handbook, shall be followed for the Board meeting.

Order of business shall be as follows:

- Call to order
- Reading of the Visitors Public Comment Policy (only when visitors are present)
- Introduction of Visitors
- Unannounced visitors request comment time
- Reading of Minutes/amending of minutes
- Correspondence and Communications

- Librarians Report
- Treasurer Report
- Report of any standing or special committees
- Old Business
- New Business
- Public Comment of Visitors
- Adjournment

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

ARTICLE VI A Board member currently serving a term may be hired by the library director to act in the role of a library employee. A Board member currently serving a term may not be hired as the library director. A current library employee may not join the library board. If a board member is hired by the library as an employee they must abstain from any matters regarding employee evaluations or compensation

ARTICLE VII The Board has the following responsibilities:

6.1 Responsibility of making and directing the policy of the Library, in accordance at all times with the State of Kansas.

6.1.1 These policies shall be reviewed at the annual meeting.

6.2 Promotion of the Libraries interests

6.3 Securing of adequate funds to carry on the work satisfactorily

6.4 Administration and control of Library funds, property and equipment

6.5 Employment and direction of the staff.

ARTICLE VIII The Board shall select a Librarian who shall be the administrative officer under the direction and review of the Board. The Librarian shall be responsible 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. 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, amendment or revision shall first be submitted in writing at a regular meeting of the board and sent to those not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the board, and a notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

ARTICLE X A copy of these by-laws shall be given to each newly appointed Board member at the first regular attended meeting by a new member. These by-laws shall also become a part of the Library Policy Manual which is readily available to the public.

ARTICLE XI Trustees shall promote a high level of library service while observing ethical standards.

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

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

10.3 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.

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

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

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

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