BY-LAWS OF THE BOARD OF TRUSTEES OF
THE LIBRARY PUBLIC LIBRARY
LEAVENWORTH, KANSAS
REVIEWED 2/13/2020

Article I Name of Organization

This organization shall be called "The Board of Trustees of the Leavenworth Public Library," hereafter "Board" and exists by virtue of the provisions of K.S.A. 12-1222, with powers and duties as set forth in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

Article II Membership

Section l. Members. In accordance with Kansas Statutes, KSA 12-1222, the Board shall consist of seven members, appointed by the Mayor of Leavenworth. By virtue of his office, the mayor is an additional member, having the same power to vote and the same responsibility as any other member. Board members must be residents of the city of Leavenworth and do not receive compensation. The Director is considered the executive officer of the Board.

Section 2. Terms of office. Original appointments are for staggered four year terms beginning April 30. After two consecutive terms, a person is not eligible for re-appointment until one year has elapsed.

Section 3. Vacancies. Vacancies are filled in the same way as four-year appointments. A person appointed to serve out an un-expired term is eligible to be appointed for two more full terms.

Section 4. If the term of appointment of a library board member expires before the Mayor and City Commission have reappointed the incumbent or appointed a replacement, the term and voting authority of the incumbent shall continue until the action of the Mayor and City Commission is completed.

Article III Meetings

Section 1. Regular Meetings. The regular meeting of the Board shall be held on the second Thursday of each month at 4:30 pm. unless otherwise ordered by the Board. All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317) except as authorized by K.S.A. 75-4319.

Section 2. Annual Meeting. The annual meeting at which officers are elected shall be held in May of each year.

Section 3. Special Meetings. Special meetings may be called by the President or by the 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 at least two days in advance of such meeting and no business other than that stated in the notice shall be transacted at such a meeting.

Article IV Quorum

Section 1. Definition. A quorum for the transaction of business shall consist of five (5) members of the Board. In the absence of the President and Vice-President of the Board, the members present shall elect a temporary chair.

Section 2. Attendance. Any meeting from which a member is absent without prior notice to the President or the Director shall be considered an Unexcused absence. The unexcused absence of a member of the Board from two (2) consecutive meetings shall be cause for the President to provide that member a letter of reprimand. Three consecutive unexcused absences in a twelve-month period or a total of six excused or unexcused absences within a year shall be construed as and treated as a resignation from the Board.

Article V Officers

Section 1. Election. The officers elected in the annual meeting for a term of one year shall be President, Vice-President, Secretary and Treasurer.

Section 2. Duties of Officers:

a. President, President shall preside at all meetings, call special meetings, appoint committees, and generally perform the duties of the presiding officer. The President shall, together with the Secretary, certify all bills approved by the Board and sign all checks issued by the Library.

b. Vice-President, in the absence of the President, the Vice-President shall exercise all duties of the President.

c. Secretary, The secretary shall see that there is a true and accurate account of all proceedings of each meeting. This record should be read at the next meeting, corrected if necessary, and approved. Approval of the minutes should be noted. The secretary should sign the minutes of each meeting after they are approved. The secretary shall certify all bills approved by the Board and sign all checks issued by the Library.

d. Treasurer, The treasurer, along with the Director, shall participate in all budget and financial matters of the library. The treasurer shall review the monthly financial reports prior to the monthly board meeting. The office of treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the Municipality.

Article VI Responsibilities

Section 1. The Library Board. The Board shall employ a qualified and competent Library Director. The Board is also responsible for making and directing the policy of the Library in accordance 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.

Section 2. The Library Director. The Director shall be considered the executive officer of the Board and shall have charge of the administration of the library under the direction of the Board. The Director shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings, except those at which their appointment or salary is to be discussed or decided.

Article VII Parliamentary Procedure

The Board will conduct all business according to *Robert's Rules of Order, Newly Revised* 10th *edition* where they are not in conflict with the policies that are adopted by the Board.

An Agenda for each meeting will be published in advance.

The Agenda, as published, may be changed at any meeting by a vote of the majority of the members of the board present, except as other wise provided in the By-Laws.

Article VIII Amendments

These By-Laws may be amended at any regular meeting of the Board by the majority vote of a quorum, providing however, that written notice of the proposed amendment shall be presented to or mailed to each member of the Board at least thirty days prior to the meeting at which such amendment is to be voted upon.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees serve in a capacity of trust and shall observe ethical standards with absolute truth, integrity and honor.

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

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

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.

A trustee 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 to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

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

(Adopted by the Board of Trustees of the Leavenworth Public Library, November 14, 2002, revised April 11, 2003, January 10, 2008, May 11, 2017)