**TRUSTEE BYLAWS**

Article I:  Name and Authorization

This organization shall be called the Board of Trustees of the Wetmore Public Library, existing by provision of K.S.A. 12-1222, with powers and duties as provided by K.S.A. 12-1225.

Article II: Members

The Board of Trustees, as provided by K.S.A. 12-1222, shall consist of seven members appointed for four-year terms by the mayor with the approval of the city council*.* The mayor shall serve as an ex officio member.  No person who has served two consecutive four-year terms shall be eligible for further appointment until one year after the expiration of the second term.

Article III:  Officers

The officers shall be a president, a vice president, a secretary, and a treasurer, which shall have the powers normally associated with such offices.  Officers shall serve a term of one year from the annual meeting at which they are elected.  The Board shall also select a representative to the Board of the Northeast Kansas Library System.

A.  The president shall preside at meetings of the board, authorize calls for any special meetings, appoint any committees, and generally perform all duties associated with that office.

B.  The vice president shall perform the duties and functions of the president in the absence or disability of the president.

C.  The secretary shall keep a true and accurate record of all meetings of the board, sign all checks upon approval of the board, generally by facsimile signature, and perform such other duties as are generally associated with that office.

D.  The treasurer shall be bonded as required by statute.

Article IV:  Meetings

The regular meetings shall be held each month at the date and time prescribed by the Board.  The May meeting shall be designated the annual meeting, for the purpose of the election of officers.  Special meetings may be called by the president or upon the written request of a majority of board members.  Four members shall constitute a quorum.

Article V:  Trustee\Director\Staff Relationships

The Board shall employ a Director who shall be the administrative officer under the direction and review of the Board.  He/she shall be responsible for the employment and direction of the staff, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated by the Board.

Article VI: Board Principles

The library board has authority only when acting as a Board legally in session.  Board members as individuals do not exercise authority, and the board as a whole shall not be bound by any statement or action of an individual.

A board member shall withdraw from board discussion and votes on any matter in which the member or an immediate family member has a financial interest.

The board subscribes to the Public Library Trustee Ethics Statement as adopted by United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations.  This statement is made an appendix of these bylaws.

Article VII: Expenses

As provided in K.S.A. 12-1223, board members shall receive no compensation for their services, but may be reimbursed for actual and necessary expenses in carrying out their duties as board members.

Article VIII: Amendments

These bylaws may be amended at any regular meeting of the Board by a majority of those present, providing that such proposed amendment shall first be submitted at a regular meeting of the Board and sent to those not present.

**Ethics Statement for Public Library Trustees**

* Trustees in the capacity of trust upon them 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 library users, colleagues, or the situation.
* It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or 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 Directors of the American Library Trustee Association, July 1985.  
Adopted by the Board of Directors of the Public Library Association, July 1985.  
Amended by the Board of Directors of the American Library Trustee Association, July 1988.  
Approval of the amendment by the Board of Directors of the Public Library Association, January 1989.