

## EUREKA PUBLIC LIBRARY BOARD OF TRUSTEES

### Library Board of Trustees

The Board of Trustees of the Eureka Public Library, as organized by K.S.A. 12-1222, is composed of seven members. The seven members are appointed by the Mayor and City Council. The Library Board has exclusive authority in handling its (the Library's) operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified library director.
- Determine and adopt written policies to govern the operation of the library.
- Determine the purpose of the library and secure adequate funds to carry on the library's operation and program.
- Know the operation, programs and needs of the library in relation to the community.
- Keep abreast of library trends.
- Oversee the library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the library policies those dealing with book and material selections.
- Attend all board meetings and see that accurate records are kept on file at the library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the service of the State Library.
- Report regularly to governing officials and the general public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, once a month. Specific dates and times are available at the library. Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

### Related Statutes

K.S.A. 12-1222

K.S.A. 75-4317 et. seq.

### Date

6/17/2008.

## Library Board of Trustees By-Laws

### Article I – Library Board of Trustees

Section 1. This organization shall be called the “Eureka Public Library Board of Trustees” existing by virtue of the provisions of K.S.A. 12-1222, 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228.

Section 2. The Eureka Public Library Board of Trustees shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the library building or buildings and all other property, the maintenance and control of the library, the employment and removal of the library director, and the fixing of staff compensation plus all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the library as the Board may deem expedient.

### Article II – Officers

Section 1. The officers shall be a Chair, Vice-Chair, Secretary, and Treasurer who shall be elected at the April meeting and begin serving May 1. Officers shall hold their office until the following May 1 or until their successors are elected and take office. All officers shall be members of the Board except an Assistant Secretary-Treasurer who shall be appointed. The Assistant Secretary-Treasurer shall be the Library Director or a Board designated employee.

Section 2. The Chair shall issue a notice of all regular and special meetings, preside at all meetings of the Board, authorize any calls for special meetings, appoint all committees, appoint Board representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform all duties associated with that office, including service as spokesperson for official board action.

Section 3. The Vice-Chair, in the event of absence or disability of the Chair, or vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall perform such other duties as are generally associated with that office.

Section 5. The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.

Section 6. The Assistant Secretary-Treasurer shall perform such duties as the Board may from time to time specify and the Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary-Treasurer as are delegable by law.

Section 7. If any of the offices are vacated, a replacement should be elected at the next regular meeting of the Board.

### Article III – Meetings

Section 1. The regular meetings shall be held each month with the date, place, and hour to be set by the Board at its May meeting. Unless waived, notice of each regular meeting shall be provided electronically or mailed to each member of the Board not less than three days prior to each meeting date.

Section 2. The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the Chair of the Board shall designate the date for the next regular meeting.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the same time of the regular meeting in April of each year.

Section 4. The agenda of the Board meeting shall be drawn up by the Chair in consultation with the Library Director. The order of business for regular meetings shall include, but not be limited to the following items:

- I. Approval of general agenda
- II. Public comments
- III. Approval of consent agenda (minutes, finance, circulation)
- IV. Library Director's report
- V. Unfinished business
- VI. New business
- VII. Miscellaneous business
- VIII. Adjournment

Section 5. Special meetings may be called at any time by the Chair or at the request of a majority of the members. Unless waived, written notice stating time, place and purpose for which the special meeting is being called shall be given to each member of the Board at least 24 hours in advance of such meeting, and no business other than that stated in the notice shall be transacted.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members. If a quorum is not present, the Board shall not conduct any business.

Section 7. Because of the necessity of obtaining a quorum in order to conduct business, Board members are expected to attend all meeting unless prevented from doing so by a valid reason. Board members who cannot attend a meeting shall notify the Chair or Library Director as soon as possible. A Board member who misses three consecutive, unexcused meetings shall be asked to resign from the Board. The Board will submit a name(s) to the City Council to fill the vacancy within 30 days of the removal action.

Section 8. The rules contained in the latest revised edition of Robert's Rules of Order shall govern the parliamentary procedure of all meetings unless such rules conflict with these bylaws or with any state law.

Section 9. The Board shall comply with the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

#### Article IV – Committees

Section 1. There are no standing committees. The Chair may appoint a committee to serve for a short-term, specific purpose.

Section 2. All special committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Article V – Library Director

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under the Board's review and direction. The attached "Duties and Responsibilities of the Library Board and the Library Director" is an incorporate part of this document and defines the relationship between the Board and Director.

Section 2. The Library Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

Section 3. The Library Director shall be responsible for the care and maintenance of library property, for an adequate and proper selection of books, materials, and technologies in keeping with the stated policy of the Board, for efficiency of library services to the public, for the appropriate use by the public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

Section 4. The Library Director will attend all regular and special meetings of the Board unless excused by the Chair.

Section 5. In the event of the absence or illness of the Director, the Board may designate an acting Director to fill that position on a temporary basis.

## Article VI – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.

Section 2. The By-laws may be amended by the majority vote of all members of the Board present at any regular meeting provided written notice of the proposed amendment shall have been mailed to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the Board may be present and two thirds of those present shall so approve.

Section 4. A person may not serve on the Eureka Public Library Board of Trustees if an immediate family member (spouse, parent, child, sibling, or in-law) is employed by the Library.

Section 5. A Library Board Trustee may not be a paid member of the Library staff

Section 6. In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of board meetings, a public notice of Board meetings shall be posted on the Library web site, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer of Eureka during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

### Related Statutes

K.S.A. 12-1222

K.S.A. 12-1223

K.S.A. 12-1224

K.S.A. 12-1225

K.S.A. 12-1226

K.S.A. 12-1227

K.S.A. 12-1228

K.S.A. 75-4317 et seq.

### Date

6/16/1992; 12/17/2001; 6/17/2008.

## Duties and Responsibilities of the Library Board and Library Director

<b>Library Board</b>	<b>Library Director</b>
1. Employ a competent and qualified Library Director.	1. Act as technical advisor to the Board; recommend needed policies for Board action; employment of all personnel and supervision of their work
2. Determine and adopt written policies to govern the operation and program of the Library.	2. Carry out the policies of the Library as adopted by the Board.
3. Determine the purpose of the Library and secure adequate funds to carry on the Library's programs.	3. Suggest and carry out plans for extending the library's services.
4. Know the program and needs of the Library in relation to the community, keep abreast of standards and library trends, plan and carry out the Library program.	4. Prepare regular reports showing the Library's current progress and defining future needs; cooperate with the Board to plan and carry out Library programs.
5. Establish, support and participate in a planned public relations program.	5. Maintain an active program of public relations.
6. Assist in the preparation of the annual budget.	6. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation.	7. Know local and state laws; actively support Library legislation in the state and nation.
8. Establish among the Library policies those dealing with book and material selection.	8. Select and order all books and other Library materials.
9. Attend all Board meetings and see that accurate records are kept on file at the Library.	9. Attend all Board other than those in which the Director's own salary or tenure are under discussion; serve as the Assistant Secretary-Treasurer of the Board.
10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.	10. Affiliate with state and national organizations and attend professional meetings and workshops.
11. Be aware of the services of the State Library.	11. Make use of the services and consultants of the State Library.
12. Report regularly to the Library Board, officials of local government and the general public.	12. Report regularly to the Board, officials of local government and the general public.