

Silver Lake Public Library Policy

Trustee By-laws

Article I. Name and Authorization

This organization shall be called the Board of Trustees of the Silver Lake Library, existing by provision of K.S.A. 12-1222 with powers and duties as provided in K.S. A. 12-15 and K.S.A. 12-25 of the Laws of the State of Kansas.

Library Board of a Township Library [The Kansas Public Library Handbook, State Library of Kansas, 1998]

The township library board must consist of five (5) members appointed by the township trustee, with the approval of the clerk and treasurer acting as the governing body of the township (K.S.A. 2-1222). The township trustee shall be an ex-officio member of the board which means that by virtue of the office of position the township trustee is a member. No person holding any other office in the township government shall be appointed as a member of the library board while holding such office. All appointed members of a township library board must live within the township limits.

Terms of township library board members must be staggered. The members first appointed shall be appointed as follows: one (1) member appointed for a term expiring the first April 30 following date of appointment; one (1) member appointed for a term expiring the second April 30 following the date of appointment; one (1) member appointed for a term expiring the third April 30 following the date of appointment; and two (2) members appointed for a term expiring the fourth April 30 following the date of appointment.

Thereafter, upon the April 30 expiration of the terms, successors will be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. No person who has been appointed for two (2) consecutive four-year terms to the library board shall be eligible for further appointment to the board until two (2) years after the expiration of the second term (*see opinions of the Attorney General ...*). Vacancies occurring on the board shall be filled by appointment by the township trustee with approval of the clerk and treasurer for the unexpired term. *Attorney General Opinion 73-368* states that when the governing body of a municipality contracts with an existing public library for library services, the contracting municipality is not entitled to representation on the library board of the existing library.

Article II. Meetings

The Library Board shall meet on the 2nd Monday of the month at 6:00 pm at the library unless otherwise approved by the Board. The regular meeting in February shall be the annual meeting. Written notice, including agenda, of each regular meeting shall be sent to each member of the board not less than three days prior to such meeting date.

Special meetings shall be called by the President or upon request by a majority of the board members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the board at least two days in advance of such meeting and no other business other than that stated in the notice shall take place. (K.S.A. 12-224 and K.S.A. 12-1243).

All meetings of the Library Board shall be subject to and in conformity with the Kansas Open Meeting Act (KOMA), K.S.A. 75-4317 et.seq.

The agenda for the board meetings shall include:

1. Roll call and adoption of meeting agenda
2. Reading of minutes of previous meeting
3. Correspondence and communication
4. Financial Report and approval of checks written
5. Director's report
6. Committee reports
7. Unfinished Business – Discussion and voting
8. New Business – Discussion and voting
9. Adjournment

If a member of the Library Board fails to attend three consecutive regular board meetings without valid excuse, the Board may vote to request that the member resign from the Board, and a new member be appointed.

Article III. Quorum

Silver Lake Library is a township library with a five member Board of Trustees [plus the Township Trustee], therefore, four members shall constitute a quorum for Library Board meetings.

Article IV. Officers

Officers shall be elected at the first meeting of the fiscal year. Board officers shall be as follows: President, Vice-president, Secretary and Treasurer. In the event an elected officer cannot fulfill their duties, the president will appoint a board member to fulfill the office.

Duties of Officers:

President: Assist the library director with drawing up an agenda for board meetings. Preside at meetings, guide discussions and ensure coverage of all topics. Sign checks along with the Secretary and Treasurer. (Facsimile signatures are legal, but one original signature must appear on every check.)

Vice-president: Presides at meetings in the absence of President.

Secretary: Is responsible for the recording of the minutes of each meeting. The minutes shall be distributed in writing at the next meeting, corrected if necessary and approved. The secretary's name shall appear on the minutes of each meeting and will sign checks along with the President and Treasurer.

The minutes shall include:

- The purpose of the meeting (regular or special), time, place and those attending
- Complete record of actions taken by the Board. All motions must be recorded as stated and show whether adopted or rejected. Only that information recorded in the minutes can be considered official.
- Record of adjournment. No business may be legally transacted following adjournment.
- The secretary should also keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

Treasurer: The treasurer works with the library director in receiving and depositing all tax funds from the municipality, grants, endowments, gifts and memorials given to the library and maintains regular reporting of those accounts to the Board. The treasurer will be responsible for writing and signing checks each month and will work with the library director on paying of bills, monthly and quarterly reporting to IRS and annual financial report and audit. The treasurer must be bonded in an amount fixed by the board and approved by the governing body of the municipality (K.S.A. 12-1226.)

Article V. System Representative

The Board shall appoint a representative to the Northeast Kansas Library System. That representative shall be responsible for attending the annual System Assembly and shall act as liaison between the system and the Library Board.

Article VI. Committees

Regular and special committees shall be appointed as needed. Committees shall consist of at least three members, and they shall be appointed by the President and confirmed by the Board. The charge for any regular standing committees shall be stated in the by-laws.

Budget Committee – Treasurer, library director, Township Trustee and another board member (optional) appointed by the President. The following schedule should be followed: March – discussion; May – recommended budget submitted to Board for approval; June – budget submitted to the township board.

Article VII. Board Responsibility

The Board has the responsibility of making and directing the library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

Article VIII. Trustee/Director/Staff Relationship

The Board shall select 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, 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 Director shall attend all regular board meetings and special board meetings.

Article IX. By-law Changes

These by-laws may be repealed, amended or revised at any regular meeting of the Board by a majority of those present. The proposed repeal, amendment or revision shall first be submitted in writing at a previous regular meeting of the Board and sent to those not present. Notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

Article X. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board, except where those rules may be in conflict with these by-laws.

Article XI. Board Resolutions

The Board will maintain a file of official documents that are accessible when needed and publicly available.