

Approved 5/12/16

BYLAWS OF THE LIBRARY BOARD OF EMPORIA

Article I - Membership

Section 1. In accordance with Kansas law the Library Board of the City of Emporia shall consist of seven members, appointed by the Emporia City Commission. By virtue of the office the Mayor is an ex-officio member having the same power to vote and the same responsibility as any other member. Board members must be residents of Emporia and do not receive compensation. The Director is considered the executive officer of the Board and has no vote.

Section 2. Term of office. Original appointments are for staggered four year terms beginning on May 1. After two consecutive full terms a person is not eligible for re-appointment until one year has elapsed.

Section 3. Duties. The Board has the responsibility of making and directing the policy of the Library, in accordance at all times 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 4. Absences and Resignations. If any member is absent, without reasonable excuse, from four consecutive regular meetings, or during one year is absent from a total of seven meetings, it shall be the duty of the secretary to inform the Board and the City Commission that this member is not serving the best interests of the Library and that this member shall be replaced by someone who will take an active part in the work. This rule may be suspended by unanimous consent of the members of the Board. If a Board member desires to resign during his/her term of office, said resignation shall be directed to the Emporia City Commission.

Article II - Meetings

Section 1. Regular meetings. The Emporia Public Library Board shall hold a regular monthly meeting in the Emporia Public Library. The date and time shall be set by the Board.

Section 2. Special meetings. Special meetings may be called by the chair or by the request of a majority of the members. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given 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 meeting.

Article III - Officers

Section 1. Election. Officers of the board shall be elected at the regular May meeting of the board, for a term of one year, or until a successor is elected. The officers shall be as follows: chair, vice-chair, secretary, treasurer. All officers and the Director shall be authorized signatories. Two signatures are required on all financial and business transactions on behalf of the library.

- a. Chair. The chair of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and shall, with the vice-chair, or secretary or treasurer, approve invoices, sign checks, review all bills to be approved by the Board, and generally perform the duties of a presiding officer. In the absence of the chair from a board meeting, the vice-chair shall preside. In the absence of both the chair and the vice-chair, the members shall choose a member to preside.
- b. Secretary. The secretary of the Board, and/or a designated staff member, shall keep an accurate account of all proceedings of the Board meetings; shall have custody of the minutes and other records of the Board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the library; shall, with the chair or vice-chair, or the treasurer, approve invoices, and review all bills to be approved by the Board. The secretary shall keep an attendance record of all board members and notify the City Commission of vacancies on the Board as they occur.
- c. Treasurer. The treasurer shall have charge of all funds of the Library, and shall, with the chair, or vice-chair, or the secretary, approve invoices, sign checks, and review all bills to be approved by the Board and signed by the chair and secretary where required by law.

The treasurer of the Library Board shall give bond for the safekeeping and due disbursement of all library funds. The treasurer, or an appointed representative, shall keep an accurate record of all monies received and disbursed and make a report thereof to the Library Board monthly, or as often as the Board shall require.

All purchase orders, invoices and payroll shall be approved by the Director, and presented for approval at the next regular meeting of the Board. Time-dated invoices will be approved by the Director and another signatory and paid with payroll.

- d. Director. 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 its review and direction. The Director shall be held responsible for the care of the building and equipment, for the hiring and 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 portions at which his/her appointment or salary or review is to be discussed or decided.

Article IV - Committees

Section 1. Standing Committees. The following standing committees shall be established and members appointed by the Chair with the approval of the Board: Building and Grounds, Finance, and Personnel. Appointments will normally be made at the regular June meeting and may include non-board members. The chair of each committee, however, shall be a member of the Board. Each committee shall consist of no more than five (5) members. No committee will have other than advisory powers unless, by suitable action by the Board, it is granted specific power to act.

Section 2. Special Committees. Special committees for the study and investigation of special problems may be appointed by the chair with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Section 3. Appointed Representatives. The following representatives shall be appointed at the regular June meeting: North Central Kansas Library System representative, Friends of the Library representative.

Section 4. Reports. 1) Following a committee meeting, a report must be given to the Board at their next regularly scheduled board meeting. 2) Committees may make an annual review to the Library Board.

Section 5. Ex-officio Members. The chair and the Director shall be ex-officio members of all standing and special committees.

Article V - Order of Business

The order of business at the regular meetings shall be as follows:

Approve or amend agenda

Approve consent agenda: approval of the minutes of the last meeting, administrative, committee, and representative reports

Report of treasurer, review of the bills, and acceptance of report and authorization to pay bills.

Unfinished business.

New business.
Board comments
Public comments
Adjournment

This order of business may be changed at any meeting, by a vote of the majority of the members present. Except as otherwise provided in the bylaws, the usual parliamentary rules and orders shall govern the proceedings.

Article VI - Quorum

A quorum for the transaction of business shall consist of a majority of the appointed members.
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Article VII - Amending the bylaws

Section 1. The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been submitted to all members at least ten days prior to the meeting at which such action is proposed to be taken.