

Finney County Public Library Board of Trustees

BYLAWS

The Finney County Public Library Board of Trustees, referred to below as the board of trustees, entered into a library management contract with Library Systems and Services, Inc. (LS&S) of Germantown, Maryland in December 2002. The board of trustees retains the powers and duties of the board as defined in Kansas Statutes Annotated. The contract is subject to an annual review.

Members of the board of trustees are appointed according to relevant civil statutes K.S.A. 12-1222. The board of trustees, as per statute, is a five-member board. The chairperson of the Finney County Commission with a majority vote of the Finney County Commissioners appoints board of trustee members each April or as needed to fulfill terms of resigned members. The members are appointed to a four-year term.

A current Finney County Commissioner serves as an ex-officio member of the Library's board of trustees. The ex-officio member has all the rights and responsibilities of an appointed trustee. Board of trustee members may not vote through proxy.

I. Meetings

The regular monthly meeting of the board of trustees shall be held at a time and place designated at the annual meeting in May. The agenda packet for the regular monthly meetings will be mailed in advance of the meeting. The notice for all library board of trustees related meetings will be given in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317. The annual meeting will include a library tour and orientation conducted by the library director. Special meetings may be called by the chairperson or upon written request of the majority of the members of the board of trustees. Written notice, stating the time and place of any special meeting and the purpose for which called, shall, unless waived, be given each member of the board of trustees 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.

II. Officers

Officers of the board of trustees including a chairperson, vice-chairperson, secretary and treasurer shall be elected at the annual meeting of the board of trustees held in May. The chairperson of the board of trustees, with the assistance of the library director, draws up an agenda for the board meetings, presides over the board meeting, guides discussion and ensures coverage of the topics. In addition, the chairperson appoints all committees, authorizes special meetings and signs all board-approved contracts. The vice-chairperson will conduct the meeting in the chairperson's absence.

The secretary of the board of trustees, or a person designated by the chairperson, shall keep a true and accurate account of all proceedings of the board of trustees meetings. The record of the proceedings should be read at the next meeting, corrected if necessary and approved. The secretary must sign the minutes of the meeting after they are approved. The secretary joins the chairperson in signing all board of trustees approved contracts. The secretary, or a person designated by the chair, shall be responsible for maintaining a complete set of minutes and other records on permanent file at the library. The secretary will notify the county commissioners of any vacancies on the library board of trustees.

The treasurer of the board of trustees receives all tax funds from the treasurer of the municipality as well as gifts and endowments given to the library. The treasurer will also maintain knowledge of all expenditures and/or the financial statements provided by Library Systems & Services, Inc. (LS&S). The treasurer has the authority to co-sign (with the chairperson) all library related financial documents. Transfer of any funds from one financial institution to another or from one bank account to another shall be at the direction of the board of trustees and the transfer will require the signature of two members of the board of trustees.* The signature of each trustee on the board of trustees will be on file at financial institutions for this purpose. In accordance with K.S.A. 12-1226, the treasurer must be bonded.

*The board of trustees has pre-approved the monthly wire transfer to LS&S for the amount specified by the contract. The board of trustees waives the requirement of two signatures from the board of trustees for its monthly transaction.

In accordance with K.S.A 12-1222, each board of trustee's term is four years. Members may serve two consecutive terms but then must wait a period of two years before being appointed for another term on the board of trustees. Upon expiration of their terms, trustees may serve as de facto board of trustee until such time as their reappointment or appointment of their successor is approved. Any actions taken by them while in a de facto position are as binding on the public as if they were de jure members. (AG Opinion 79-282)

III. Committees

The chairperson, with the approval of the board of trustees, may appoint special committees. Such committees shall serve until the completion of the work they were appointed to study or investigate.

IV. Quorum

A quorum to conduct routine monthly business of the six-member board (including an ex-officio member) shall be four. In case of an emergency or consideration of an urgent matter, a majority of the quorum has decision making authority. Any action taken by that majority of the quorum must be ratified at the next regular board meeting.

V. Order of Business

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

1. Agenda
2. Approval of minutes from last meeting
3. Approval of financial reports
4. Approval of statistics Report of committees
5. Friends of the Library report
6. Board of Trustees' report
7. Director's report
8. Correspondence
9. Old business
10. New business
11. Approval of Out of Contract Expenses
12. Adjournment

This order of business may be changed at any meeting by a vote of the majority of the members of the board of trustee's present. Except as otherwise provided by the bylaws, *Robert's Rules of Order* shall govern the proceedings.

VI. Amendments

These bylaws may be amended at any regular meeting of the board of trustees with a quorum present, by the majority vote of the members present, provided that written notice of the proposed amendment shall be mailed at least thirty days prior to the meeting at which such amendment is to be voted upon.