

Bylaws of the Hutchinson Public Library Board of Trustees

Amended by the Hutchinson Public Library Board of Trustees on May 15, 2007

Article I – Name and Authorization

This organization shall be called The Board of Trustees of the Hutchinson Public Library (the “Board”), existing by the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 1215 and K.S.A. 1225 of the Laws of the State of Kansas.

Article II – Meetings

Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board. An agenda shall be prepared by the Library Director and mailed, to the board members, along with the minutes of the previous meeting, and pertinent financial reports, not less than three days in advance of each meeting. Such information shall also be sent to the Mayor.

Special meetings may be called by the Chair upon written request of a majority of the members of the Board. Written notice, stating the time and place of any special meeting and the purpose for which it was called, shall unless waived, be given to each member of the Board 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 (K.S.A. 12-1224 and K.S.A. 12-1243.)

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

The order of business at regular Board meetings shall be:

- A. Call to order
- B. Approval of the minutes of the previous meeting
- C. Approval of the financial reports and bills
- D. Friends President’s report
- E. SCKLS System Representative’s report
- F. Library Director’s report
- G. Old Business
- H. New Business
- I. Adjournment
- J. Reconvene as HPL General Trust Board

This order of business may be changed at any meeting with the consent of the Board.

Article III – The Board

There shall be seven (7) Board members, appointed by the Mayor, with the approval of the City Commission (K.S.A. 12-1222). Terms of Board members shall be staggered. Members will be appointed for a term of four (4) years. Upon the April 30th expiration of each term, successors shall be appointed in a like manner to fill vacancies created, and each member shall serve a term of four (4) years. Board members shall be eligible for not more than two (2) successive terms. A person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

A quorum for the transaction of business shall consist of four members of the Board. Lacking a quorum, financial reports and bills may be approved with the consent of members present, plus telephone consent from enough other members not present to constitute a quorum.

Vacancies on the Board occasioned by removal from the municipality, resignation or otherwise shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222.

When the need arises to fill a vacancy on the Library Board for any of the reasons stated in Article III, the Mayor generally takes the recommendation of the Board to make that appointment. The process through which the Board arrives at its recommendation will be as follows:

- A. The Statement of Interest a candidate creates along with their application will be distributed to the board members with their board packets prior to the meeting.
- B. At the meeting, the statement each candidate provided to the Board of why she or he is interested in being a part of the Board will be discussed.
- C. A motion will be raised and seconded to open a discussion and allow board members to express their views.
- D. A vote will be taken to recommend a candidate to the Mayor for appointment.
 - Voting may be by ballot
 - Voting may be by voice
 - A record of the vote will be included with the meeting minutes
- E. The candidate(s) will be thanked for his or her interest and a letter will be forwarded to the Mayor containing the Board's recommendation.

Article IV – *Officers and Duties*

Board officers shall be elected by the majority vote of Board members present at the annual April meeting. Board officers shall be as follows: Chair, Vice-Chair, and Secretary / Treasurer. Officers shall serve a term of one year, from May 1 to April 30 or until their successors are duly elected or appointed. The Chair and Vice-Chair shall serve no more than three consecutive terms in the same office.

The Chair shall preside at all meetings, appoint all committees, and authorize calls for special meetings.

The Vice-Chair presides at all meetings in the absence of the Chair. In the event the office of the Chair becomes vacant, the Vice-Chair succeeds to that office for the duration of the unexpired term.

The Treasurer shall serve as a consultant to the library director in financial matters, sign checks where required by law, and see that financial reports of the library are reported accurately and completely to the Board each month.

The Secretary, who shall be the Library Director or his representative, is responsible for seeing that a complete and accurate record of minutes of all Board meetings is kept. The minutes shall be distributed in writing at the next meeting, corrected if necessary, and approved.

The minutes shall include:

1. The purpose of the meeting (whether regular or special), the time, the place, and those attending.
2. A complete record of actions taken by the Board. All motions shall be recorded exactly as stated and show whether adopted or rejected.
3. A record of adjournment.

The Secretary / Treasurer shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chair and the Secretary / Treasurer. The Secretary / Treasurer shall see that an accurate record is kept of all monies received and dispersed. Monthly financial reports shall be made to the Board. An audit by a Licensed Municipal Accountant shall be made each year. The Treasurer must be bonded in an amount fixed by the Board.

Article V – *System Representative*

The Board shall appoint a representative to the South Central Kansas Library System Executive Committee, at the annual April meeting. The representative shall be responsible for attending all meetings of the South Central Kansas Library System Executive Committee, and shall act as a liaison between the System and the Board. This person may either be a member of the Board or another person elected by the majority of the Board.

Article VI – *Committees*

Standing and special committees, as appropriate, made up of Board and Non-Board members, may be appointed by the Chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-223 or 12-225.

Article VII – *Board Responsibility*

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Laws 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, Library Director, and Staff Relationships*

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. Such person once selected and having served an introductory 12 months, shall be continued in employment.

Such employment may be terminated by a majority of the full membership of the Board. The Library Director may request a statement of any charges and an open meeting in any dismissal action.

The Library Director 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 designated to the Library Director by the Board. The Library Director shall attend all regular and special Board meetings.

Article IX – *Amendment of Bylaws*

These bylaws may be amended by a majority vote of the entire board at any regular meeting of the Board, provided that such proposed amendment shall be submitted in writing at a previous regular meeting of the Board and sent to those not present.

Article X – *Parliamentary Procedure*

Robert's Rules of Order (Newly Revised) shall govern the proceedings of the Board, except when those rules may be in conflict with these bylaws. The rules order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.