

# **Bylaws of the Lawrence Public Library Board of Trustees**

Adopted by the Lawrence Public Library Board of Trustees, October 20, 1997.  
Revised November 17, 2003 and July 18, 2005.

## **Article I - Name and Authorization**

This organization shall be called The Board of Trustees of the Lawrence Public Library (the "Board"), existing by the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the Laws of the State of Kansas, and Lawrence Charter Ordinance #16 and any revisions thereof.

## **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, along with minutes of the previous meeting, to Board members not less than three days in advance of each meeting. Such information shall also be sent to the Mayor and the City Manager.

Special meetings may be called by the Chair or 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 Meeting Act (K.S.A. 75-4317 et seq.).

The order of business at regular Board meetings shall be:

- A. Call to order
- B. Presentation and approval of minutes of the last meeting
- C. Presentation of minutes of the previous month's staff meeting(s)
- D. Library Director's report
- E. Report of committees, if any
- F. Ongoing business
- G. New business
- H. Approval of bills
- I. Adjournment

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

The unexcused absence of a member of the Board from two (2) consecutive meetings shall be cause for the Chair to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from 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 the vacancies created, and each member will 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, bills for the month may be approved with the consent of the 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.

### 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 two 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 meetings in the absence of the Chair. In the event the office of Chair becomes vacant, the Vice-Chair succeeds to that office for the duration of the unexpired term.

The Secretary/Treasurer 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 Secretary/Treasurer shall sign the minutes of each meeting after they are 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 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.

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, or by such other designated Board members in the absence of either of the above officers. At least one original signature shall appear on all checks. The Secretary/Treasurer shall see that an accurate record is kept of all moneys received and dispersed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented 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 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 Board at the annual April meeting. The representative shall be responsible for attending the annual System Assembly, and shall act as a liaison between the System and 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. 12-1223 or 12-1225.

#### 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 period of 12 months, shall be continued in employment. Such employment may be terminated by

a majority vote 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 delegated 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 first 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 of 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.

### Article XI – Political Activity

The Lawrence Public Library obtains its funding in large part from the City of Lawrence, Kansas, *See* Charter Ordinance No. 16 of the City of Lawrence, Kansas. Members of the Lawrence Public Library Board of Trustees must be sensitive to the possibility that their political activity may jeopardize this funding. Accordingly, the Trustees should abide by the following Political Activity Policy.

Although a Board member may, in his or her individual capacity, publicly endorse candidates for public office or ballot measures, no board member should use the name of the Lawrence Public Library in conjunction with such an endorsement, nor otherwise intentionally imply that the Lawrence Public Library supports a given candidate for public office or ballot measure.

No Board member should become a candidate for city elective office or hold city elective office without first resigning from the Board. A Board member is considered to be a candidate for city elective office once he or she meets all statutory requirements to qualify as a candidate.