

Board of Directors

ARTICLE I: Board of Directors

The Board of Directors is established pursuant to the provisions of K.S.A. 12-1225 and shall be called the Board of Directors of the Marysville Public Library, hereinafter referred to as the Board.

Section 1: Organization.

The Board shall consist of seven members appointed by the mayor of the City of Marysville. The mayor shall be an ex-officio member of the Board, but no other person holding any elected position with the municipality shall be appointed a board member while holding office with the city.

Section 2: Length of Terms.

Members of the Board shall hold office for a period of four years, ending April 30. No person who has been appointed for two four-year terms shall be eligible for further appointment until two years after the expiration of the second term. Board members appointed to fulfill an unexpired term may serve two full four-year terms following the partial term.

Section 3: Board Location Requirement.

All members appointed to the Library Board shall be residents of the municipality except one member; that member may reside within three miles of the extra territorial jurisdiction of the City of Marysville. Vacancies created by relocating outside of the municipality, resignation, or for any other reason shall be filled by suggestion by the Board, subject to approval of the mayor, for the unexpired term.

Section 4: Board Compensation.

Members of the Board shall not receive compensation for their services. However, mileage or other items like meeting fees, accrued during attendance of such meetings as necessary in carrying out their duties as board members, will be reimbursed as needed.

Section 5: Duties.

Board members and the Director should understand their respective functions, differentiating areas of joint responsibility from those in which the board members or the Director are solely responsible. When the Director independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The Board selects, appoints, and evaluates the Director, who serves as chief administrator with full professional responsibility for administering library policy, personnel selection and the development and administration of programs and services, and the selection of materials.

The Board carries full responsibility for the library and its policies; the board should initiate policy development where it perceives a need. The Board and the Director share the

responsibility to study, plan, and develop library policies and to review them fully every three years. This shared responsibility should include study of changes in the science of librarianship and of legislation affecting the library at the local, state, and federal level.

The Board appoints a representative to the North Central Kansas Library System (NCKLS) board. The NCKLS board responsibilities include attendance to the annual meeting, usually held in August.

The Board approves the annual budget prior to being presented to the city council.

Section 5. Conflict of Interest.

The Board must, in general, avoid situations in which their personal interests conflict with the needs of the Library. This extends particularly to decisions involving financial transactions entered into by the Library. Each year, Board members are asked to review and sign the Statement of Ethics for Board members and the Conflict of Interest Statement, available from the Director. These policies are intended to guide each Board member's decisions on behalf of the Library.

Section 6. Loyalty Oath or Affirmation.

Board members, upon acceptance of board duties, will swear an oath of loyalty or affirmation of loyalty each year at the beginning of their term, pursuant to K.S.A 75-4308 and K.S.A. 54-106.

ARTICLE II: Officers

Section 1. Number of Officers.

The Officers of the Board shall consist of the President, Vice-President, Secretary, and Treasurer.

Section 2. Election of Officers.

Election of officers shall be held at the regular April meeting; ballot or acclamation by the Board will serve as determination of the election.

Section 3. Term of Office.

Officers shall hold their offices beginning May 1 until the following April 30 or until their successors are elected and take office. The regular May meeting will serve as their first meeting as an officer.

Section 4. Number of Terms of Office.

A Board member shall not be eligible to serve as an officer for more than four consecutive years in the same office.

Section 5. Duties.

- President. The President shall preside at all Board meetings, call special Board meetings, appoint members to the Board's special committees upon approval, and serve as an ex-officio member of all committees.
- Vice-President. The Vice-President shall perform all the duties of the President in the event of a vacancy in the office of President or the President's absence.
- Secretary. The secretary shall be responsible for the minutes and attendance of all Board meetings and record official actions of the Board.
- Treasurer. The treasurer shall provide itemized financial reports to the Board of all money received and disbursed.

Section 6. Vacancies.

If a vacancy occurs in the office of the President, the Vice-President shall assume the office of the President. The Board shall elect a new Vice-President at its next regular meeting following the occurrence of the vacancy. A vacancy occurring in any other office shall be filled for the unexpired term by a Board Member elected at a regular or special Board meeting.

Section 7. Removal.

An officer may be removed from the office, for good cause and due process, by a majority vote of the Board members.

ARTICLE III: Meetings

Section 1. Regular Meetings.

The regular meetings shall be held monthly meetings January through October on the fourth Wednesday at 5:00 pm. The November-December meeting will be the second Wednesday of November at 5:00 pm. Unless waived, a notice of each regular meeting shall be provided electronically or mailed to each Board member not less than three days prior to each meeting date.

Section 2. Special Meetings.

Special Meetings may be called at any time by the President or at the request of a majority of the Board members. Unless waived, a written notice stating time, place, and purpose for which the special meeting is being called shall be given to each Board member at least two days in advance of such meeting, and no business other than that stated in the notice shall be transacted.

Section 4. Quorum; Regular and Special Meetings.

Five Board members shall constitute a quorum for the transaction of business at Board meetings. In the absence of the President and the Vice-President, if a quorum of Board members is present, such Board members shall elect a temporary President for purposes of conducting the meeting. If a quorum is not present, no action may be taken.

Section 5. Robert's Rules of Order.

The rules contained in the latest revised edition of Robert's Rules of Order shall govern the parliamentary procedure of all meetings of the Board and its committees.

Section 6. Kansas Open Meetings Act.

The Board members shall comply with the provisions of the Kansas Open Meetings Act.

Section 7. Absences.

Because of the necessity of obtaining a quorum in order to conduct business, Board members are expected to attend all meetings unless prevented from doing so by a valid reason. Board members who cannot attend a meeting shall notify the Library Director or the President as soon as feasible.

Section 8. Phone Participation.

Board members may participate via phone if necessary no more than three times during any twelve consecutive months. The Board secretary shall monitor the usage of phone participation.

ARTICLE IV: Committees

Section 1. Board Committees.

It shall be the duty of the President to appoint the following committees from among the Board on an as needed basis at the regular May meeting. Committees shall consist of two members each.

- Finance
- Building
- Personnel

Section 2. Notice of Meetings.

Written or verbal notice stating the time, place, and purpose for a committee meeting shall be given to each committee member at least 24 hours in advance of such meeting. Notice also shall be given to the Board President.

Section 3. Action.

Unless otherwise provided by action of the Board, committees have only advisory powers.

Section 4. Vacancies.

The President may fill any vacancy on a committee with the approval of the Board.

ARTICLE V: Library Policies

The Board shall establish Library policies, in accordance with the provisions of K.S.A. 12-1225.

ARTICLE VI: Library Director

The Board shall select and employ a Library Director who shall:

- serve as the administrative officer of the Library under the direction and review of the Board;
- be responsible for the employment and direction of the Library staff, in accordance with the adopted policies of the Board;
- be subject to all limitations and conditions imposed by the Board pursuant to policy, directive, and budgetary provisions or otherwise;
- attend all regular and special meetings of the Board unless excused by the President;
- serve as the primary representative of the Library to the community; and
- serve as an ex officio member of all Board committees except the Nominating Committee, without the right to make or second motions or vote.

ARTICLE VII: Repeal/Revision

These bylaws may be repealed or revised at any regular or special meeting of the Board provided written notice of the proposed changes be provided to the Board members at least five days prior to the meeting. Any action to repeal or revise these bylaws shall be effective immediately, unless otherwise provided.

Updated 3/28/2024 and 1/24/2024.