



BYLAWS

ARTICLE I

Name & Authorization

Section 1

This organization shall be called the Coffey County Library Board of Trustees, existing by provision of K.S.A. 12-1222 et seq. with powers and duties as provided in K.S.A. 12-1215 and 12-1225 of the laws of the State of Kansas.

Section 2

If any member of the Board is absent, without reasonable excuse, from four (4) consecutive regular meetings or any six (6) meetings during a fiscal year, it shall be the duty of the Secretary of the Board to inform the Board and the County Commission that said member is not acting in the best interest of the Library. The Secretary will request that the County Commission replace said member with an individual who will actively serve the interests of the Library.

Section 3

Should a Board member desire to resign during her/his term, said resignation shall be submitted in writing to the County Commission with a copy forwarded to the administrator.

ARTICLE II

Section 1

The Coffey County Library Board shall meet on the 3rd Monday of each month at 6:00 p.m. at the Burlington Branch Meeting Room. Changes in regard to time and location may be made at the discretion of the Board. Two meetings shall be held at other branches as set by the Board. The annual meeting shall be held in February of the following year. Unless waived, written notice of each regular meeting shall be mailed to each member of the Board not less than three days prior to such meeting date.

Section 2

Special Meetings

Special meetings may be called by the chairman 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 be given to 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 meetings. (K.S.A. 12-1224; 12-1243)

Section 3

Executive Meetings

If a formal motion is made, seconded, and carried, the board may recess, at a specified time, to a closed or executive meeting, provided no binding action shall take place, and provided the purpose of the session is stated. The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the meeting, and the time and place.

The law specifies that only certain subjects may be discussed during the closed meeting. Those which apply to libraries are the following:

- A. Personnel matters
- B. Consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship
- C. Matters relating to employer-employee negotiations
- D. Confidential data relating to financial affairs or trusts
- E. Preliminary discussion relating to the acquisition of real property

ARTICLE III

Quorum

A quorum for the transaction of business shall consist of a majority of the appointed members.

ARTICLE IV

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 her successor is elected. The officers shall be as follows: chairman, vice-chairman, secretary, and treasurer.

Section 2

Duties

Chairman

The chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and shall, together with other members, approve claim vouchers, sign warrant checks, certify all bills approved by the Board, and generally perform the duties of a presiding officer. In the absence of the chairman from a board meeting, the vice-chairman shall preside. In the absence of both the chairman and the vice-chairman, the members shall choose a member to preside.

Secretary

The secretary of the Board or her/his representative 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, together with other members of the Board, approve claim vouchers, sign warrant checks, certify all bills approved by the Board. The secretary shall keep an attendance record of all board members and notify the County Commission of vacancies on the Board as they occur.

Treasurer

The treasurer shall have charge of all funds of the Library, and shall together with other members of the Board, approve claim vouchers, sign warrant checks, and certify all bills approved by the Board.

The treasurer of the Library Board shall give bond for the safekeeping and due disbursement of all funds that may come into her hands as treasurer. Said bond shall be filed with the county clerk of the municipality. The treasurer or her appointed representative shall keep an accurate record of all moneys received and disbursed and make a report thereof to the library Board monthly or as often as the Board shall require.

ARTICLE V

Section 1

Standing Committees

The following standing committees shall be appointed by the Administrator: Policy Committee, Strategic Planning and Public Relations. The committee charge and committee roster will be given to the Board of Trustees at the January meeting.

Section 2

Special Committees

Special committees for the study and investigation of specific problems may be appointed by the Administrator. The committee charge and committee roster will be given to the Board of Trustees. The special committees will serve until the completion of the work for which they were appointed. Creation of a new committee will be approved by the Board of Trustees.

Section 3

Duties and Powers

All committees shall make a progress report to the Library Board as necessary. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act. Any approved changes shall be recorded by the committee chair or their designee in the official record.

ARTICLE VI

Order of Business

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

- I. Call to order
- II. Approval of minutes of the last meeting
- III. Correspondence
- IV. Treasurer's report and approval of bills
- V. Administrative reports
- VI. Reports of the committees
- VII. Unfinished business

- VIII. New business
- IX. Public comments
- X. 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, Robert's Rules of Order and Parliamentary Procedure shall govern the proceedings.

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 Statutes and Regulations of the State of Kansas. Its responsibilities include promotion of library interest, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

As stipulated above, the Board is responsible for upholding the Kansas Open-Meeting Act (KOMA), K.S.A. 75-4317, et seq., and the Kansas Open Records Act (KORA) K.S.A. 45-215, et seq.

ARTICLE VIII

Library Board / Staff Relationships

The Board shall select an Administrator who shall be the administrative officer under the direction and review of the Board. She 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 her by the Board. The Administrator shall attend all regular and special board meetings.

ARTICLE IX

Friends of Coffey County Library

Each branch of the Coffey County Library will develop a Friends group. The Friends Groups will meet with the Branch Director to determine any special needs of the branch. Any fundraising conducted by the Coffey County Library Friends Groups must be approved by the Branch

Director and Administrator. In some cases, if determined necessary by the Administrator, the Coffey County Library Board will review and approve fundraising ideas.

ARTICLE X

Amendments

These by-laws may be replaced, amended, or revised at any regular meeting of the Board by a majority of those present, providing however, that such proposed repeal, amendment, or revision shall first be submitted in writing at a regular meeting of the Board and sent to those not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and such notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

Effective Date: 05/20/1996

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Revised: 2/21/2000

Revised: 12/19/2005

Revised: 11/17/2008