

ADMINISTRATIVE POLICY MANUAL

Document Number: 50-000-00

Section: Governance

Subject: By-Laws of the Olathe Public Library Board

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Summary: This document discusses the By-Laws of the Olathe Public Library Board

Policy: By-Laws of the Olathe Public Library Board

Article I: The organization shall be called "The Board of Directors of the Olathe Public Library", existing and operating under the authority of the K.S.A 12-1218 to 12-1230 and applicable laws of the State of Kansas.

Article II: The object of The Board of Directors of the Olathe Public Library is to provide library service to all citizens of Olathe through the stated mission of the library. Whenever possible, the Board should act as advocates for the public library in the community, encouraging the use of the library for informational, educational and recreational purposes.

Article III: The regular meeting shall be held monthly on the third Wednesday of each month at 4:00 p.m., unless otherwise ordered by the Board. The regular meeting held in May shall be the annual meeting. Unless waived, written notice of each regular meeting shall be mailed to each member of the Board not less than three (3) days prior to such meeting. Special meetings shall be called at any time by the Board President or at the written request of a majority of the Board. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting. A quorum shall consist of four (4) members.

Article IV:

Section 1 - The Olathe Public Library Board shall consist of seven (7) members.

The Mayor of Olathe, the Library Director, the President of the Friends of the Olathe Public Library and the Chairperson of the Olathe Public Library Foundation-Advisory Panel are ex-officio members, with the Mayor having voting authority.

Section 2 - The Mayor of Olathe shall appoint, with the approval of the Olathe City Council, the Library Board members.

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Section 3 - All Board members shall be residents of Olathe. Members are appointed for a four year term. Terms of members shall begin on May 1 and expire April 30. As the terms of such appointive members expire, successors shall be appointed for terms of four years.

Upon expiration of a Board Member's term, that Board Member will continue to serve as a voting Board Member until a successor is appointed. No person who has been appointed for two consecutive four year terms shall be eligible for further appointment until one year after the expiration of the second term. Vacancies occasioned by the removal from the municipality, resignation or otherwise, shall be filled by appointment for the unexpired term.

Article V:

Section 1: The Board President shall appoint a Nominating Committee of no more than two Board Members at the March Board meeting each year. The Nominating Committee will present a slate of candidates for Board Officers at the April Board meeting.

Section 2 - Officers of the Library Board shall be elected at the annual meeting in May and shall assume office immediately. Officers of the Board shall include President, Vice President, Secretary and Treasurer.

Section 3 - The duties of the officers shall be:

- a. The President of the Board shall preside at all meetings; appoint all committees; authorize calls for special meetings; and, generally perform the duties of a presiding officer.
- b. The Vice-President shall preside in the absence of the President.
- c. The Secretary shall keep and verify a true and accurate account of all proceedings of the Board Meetings; conduct direct correspondence as requested by the Board; and, shall preside at meetings in the absence of the President and Vice-President.
- d. The Treasurer shall have charge of all funds collected and disbursed by the Library; shall make an accurate report of the Library financial status at the monthly Board meeting; shall give bond annually; and, shall monitor the monthly disbursement of funds.

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Section 4: No person shall serve more than two consecutive, one-year terms in the same office, unless no other Board Members express an interest in the position. Ballots will be signed and kept by the Library Secretary.

Article VI: When required, appointments to special committees shall be made by the Board President. Each committee shall consist of at least two Board Members and the Library Director. The Compensation Committee for the Library Director shall consist of two Board Members only. Special committees shall be dissolved upon completion of their specific tasking.

Article VII: The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on library services and the administration and approval of library funds and property. The Library shall provide membership in the Kansas Library Association for all Board members.

Article VIII: The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. The Library Director shall be directly responsible for the employment of staff as outlined in Library policy, operation of the Library within the outlines of the budget, daily operation of the Library and duties as assigned by the Library Board.

Article IX: The Library Director shall provide a monthly agenda for the Library Board meeting. That agenda shall be determined by the Board President and Library Director with input from the Library Board. This agenda shall include the approval of meeting minutes, the Treasurer's report and review and approval of library disbursements for the month.

Article X: These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, provided written notice of the proposed amendment to be changed shall be mailed or presented to the Board at least thirty days prior to the meeting at which such amendment is to be voted upon.