

By Laws – Ray County Library Board of Trustees

(Adopted 2/8/2017)

ARTICLE I: Name

The organization shall be called Ray County Library.

ARTICLE II: Purpose

The purpose of the Ray County Library District is to provide library services to the residents of Ray County Missouri. The Board of Trustees shall represent the Library District in Ray County Missouri. The primary responsibility of the Board is to establish Library District policy. Members of the Board of Trustees shall represent the entire Ray County Library District and have their responsibilities fixed by Chapter 182 of the Revised Statutes of the State of Missouri and other applicable laws. Such statutes shall serve as a basis for establishing policies that reflect the needs of the Library District and provide efficient, effective and informative services.

ARTICLE III: Officers

Officers shall consist of a president, vice-president, and treasurer/secretary. The members shall elect the officers annually at the June meeting, and newly elected officers will preside at the July meeting. The director will serve as an ex-officio member without a vote.

The *board president*, with the consent of the board, shall appoint a secretary/treasurer who shall keep a record of all meetings and attendance of members, and perform other duties pertaining to the office. The secretary may or may not be a board member. The Board of Trustees may appoint the Director to serve as secretary.

In the absence of the president or treasurer, a designated member of the Board may sign official library documents.

-Duties of-

President: It shall be the duty of the President to preside at all meetings, authorize the call for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees with the exception of the nominating committee, and perform all duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. The President shall perform all duties provided by law. The President shall vote on all matters before the board

Vice-President: In case of absence or inability to act of the President, the duties of the president be provided by the Vice-President. In case of that a vacancy occurs in the Office of the President, then, in such event, the Vice-President shall perform all functions of the President until a successor for the unexpired term is elected.

Secretary/Treasurer:

Treasurer - The Treasurer, with the advice and consent of the Board shall oversee all financial policy pertaining to the Library District and shall cause an audit to occur annually. In addition, the Treasurer shall ensure that positions on the Board or with the administration of the District which deal with funds shall be sufficiently bonded, at the cost of the District, to protect the District's financial interests. The Treasurer shall delegate the daily supervision of financial duties to the Director of the Library District. The Treasurer shall perform such other duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. In addition, the Treasurer shall ensure that positions on the Board or within the administration of the District that deal with funds shall be sufficiently bonded, at District expense, to protect the District's financial interests.

Secretary - The Secretary shall keep a true and accurate record of all meetings of the Board of Trustees, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. In case of absence, inability or refusal to act by the President or Vice-President, then, in such event, the duties of that office, as above provided, shall devolve to the Treasurer.

Vacancy If Any vacancy occurring in any of the offices of the Board of Trustees shall be filled by nomination and election at the next regular meeting of the Board. Any person elected to office to fill such vacancy shall hold office until the next regular election of officers.

Removal Any officer of the Board of Trustees who misses three consecutive Board meetings without good cause may, upon notice, be removed from duty as an officer at a meeting of the Board of Trustees at which a quorum is present, if a majority of the Board with sufficient cause agree that the President or any officer is not performing in the best interest of the Board.

ARTICLE IV: Duties of the Board of Trustees

- To secure adequate funds.
- To hire a capable trained director.
- To support the library director.
- To ensure the satisfactory management of the Library.
- To attend board meetings regularly. If unable to attend, the board member should notify the director as early as possible, or by noon of the day of the meeting.
- To determine library policies.
- To know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Director in planning the Library program, and support the Director and staff in carrying it out.
- To delegate the signing authority of all financial instruments.

- To approve expenditures of library funds for any item or service expected to exceed \$10,000.
- To assist in the preparation of the annual budget.
- To ensure that accurate records are kept on file at the Library.
- To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- To become familiar with what constitutes good library service.
- To support the library's service program in daily contacts with the public at large.
- To establish, support and participate in a planned public relations program.
- Individual members of the library board shall not entertain complaints, concerns, issues, or personal work related information from library staff members. These direct communications are delivered to the Director as defined in the Chain of Command. Issues/complaints shall follow grievance procedures provided in the policy manual.
- Criticisms provided by library users of the library service, the director, or the library staff, which are brought to the attention of board members, shall be immediately and directly reported to the director.
- No board member shall release to the public, orally, in writing, or on social media outlets information about the library not previously agreed upon at board meeting.
- No board member shall make individual decisions or actions on library matters, except in an emergency.
- The Ray County Library Board of Trustees will abide by all applicable state and federal laws and regulations.
- Annual public hearings will be held on the annual budget.
- Annually evaluate the director.
- Attend regional, state, and national trustee meetings and workshops and affiliate with appropriate professional organizations.

ARTICLE V: Meetings

1. Regular Meetings - Regular meetings shall be held each month at a date, time and place to be determined by the Board of Trustees. In compliance with RSMO sections 610.010-610.200 of the Open Meetings and Records law, commonly known as the Sunshine Law, the meetings, records and votes of the Ray County Library Board of Trustees and any Board committees are to be open to the public unless otherwise provided by law.
2. Annual Meetings - The annual meeting shall be held each June in lieu of a regular monthly meeting. The primary purpose of the annual meeting shall be the election of officers. However, any other matters that can be addressed at a regular monthly meeting may also be addressed at the annual meeting.
3. Special Meetings - The President of the Board, Library Director, or at the request of three (3) members of the Board, call a special meeting of the Board, stating the object of the meeting. Board Members will be given a minimum of twenty-four (24) hours prior notice of such meeting unless good cause justifies departure from this requisite, in which case such good cause shall be stated in the minutes of the meeting. No business shall be transacted at said special meeting, except as stated in the call thereof, without the unanimous consent of all members of the Board of Trustees.
4. Closed Meetings - A Closed Meeting may be called by the President or at the request of

three (3) members of the Board of Trustees or Library Director. Only those items as defined by Chapter 610 of the Revised Statutes of the State of Missouri (Sunshine Law) and other applicable laws governing public meeting may be discussed during a Closed Meeting.

5. Notice of Meetings - Written or printed notice stating the place, day and hour of the meeting and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called, shall be delivered to each Board member prior to the date of the meeting, either personally, by mail, or electronic means, by or at the direction of the President, Vice President, Secretary or other Board members calling the meeting.

If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope addressed to the Board member at the Board member's last known address, with postage thereon prepaid.

Attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

6. Quorum - Three (3) of the currently appointed Board of Trustees shall constitute a quorum at any meeting of the Board. The affirmative vote of the majority of those present constituting a quorum shall be binding, except where other action for approval is specifically required by these bylaws. If a quorum is not available for any regular monthly meeting, the Treasurer or, in his or her absence, any other officer, shall be authorized to approve payments of monthly bills within the authorization of the approved annual budget.
7. Agenda - The director shall be responsible for preparing an agenda of business, with the consultation of the Bookkeeper, for each meeting of the library board. The agenda should include the following items:

TENTATIVE AGENDA

1. **Approval of agenda.**
2. **Approval of minutes.**
3. **Approval of monthly bills.**
4. **Director's report:**
 - A. **Financial reports.**
 - B. **Inform board of upcoming events:**
5. **Staff Updates**
6. **Public Comments**
7. **Schedule next Board Meeting**
8. **Adjournment**

8. The Director or any member of the Library staff may be present at all meetings of the Board of Trustees except at a meeting closed under the provisions of the open meeting law of Missouri at which his or her evaluation and/or salary is discussed or other matters deemed appropriate for closed session.
9. All meetings of the Board of Trustees, except those which deal with matters excepted in the open meetings law of Missouri, shall be open to the public.
10. Parliamentary Law: In all matters of procedures not specifically covered herein, all business before the Board shall be guided by an adaption or simplification of the principles outlined in Robert's Rules of Order, Newly Revised. The Board may adopt specific Rules of Order to be included in Board Meetings through policy.
11. When necessary an email or phone vote may be taken on any issue as determined by the President or Vice President.
12. Public Comments - The Board of Trustees welcomes public input from patrons and citizens of Ray County. A period of up to Five (5) Minutes per person from interested persons attending Open Board Meetings for purposes of expressing their general or specific comments relating to the operation function and other aspects of the Library. The Board reserves the option to extend to limit public comments as may from time-to-time be deemed necessary or expedient so as to facilitate the needs of the Monthly Agenda. Attempted Public Commentary related to any issue of Personnel or other subject of a Closed Session of the Board are inappropriate and are not permissible and shall be declared Out of Order by the Presiding Member of the Board. Any desired Commentary by the Public on such matters shall be submitted to the Library Director, in writing, at least Ten (10) days prior to any scheduled Board Meeting and shall be included in the Board Meeting Packets provided to Board Members for their potential consideration during the Closed Session of the Board's next scheduled Board Meeting.
13. Public Records - Minutes of Open Sessions of the Board are considered to be Open Records unless otherwise protected by applicable law. Such Minutes will be made available, upon written request, to the Public at the cost of the person or persons requesting the same, said cost being consistent with the provisions of Chapter 610, RSMo. Advance deposit of the anticipated sum shall be required to assist in defraying the cost of providing requested records. Records shall be personally picked up during regular business hours of the Library and a receipt of delivery shall be signed by the requesting person or persons requesting the same.

ARTICLE VI: Committees

1. Special committees may be appointed by the President of the Board and shall serve until the committee makes a final report. A majority of the members of each committee shall constitute a quorum, not including the President as an "ex officio" member. As appropriate, the Director's participation and input will be encouraged.
2. The President shall appoint a Budget Committee, Personnel Committee, or appoint such other committees as are determined by a majority vote of the Board of Trustees to be needed from

time to time. Such committees shall be discharged upon the completion of the purposes for which they were appointed.

3. No committee shall have other than advisory powers unless it is granted specific power to act by the Board of Trustees.
4. Standing committees, serving for one year, may be appointed by the President.

ARTICLE VII: Approving Payment of Bills

The current bills report will be approved at the regularly scheduled board meeting. If a regularly scheduled meeting must be canceled or a quorum is not available, the payment of bills report will be presented at the next scheduled board meeting.

ARTICLE VIII: Indemnification

The Ray County Library District will defend, indemnify and hold harmless any one or all of the Trustees of the Library District for any mistake of judgment or other action taken in good faith by the Trustees in performance of their statutory duties, unless resulting from willful negligence or bad faith. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which all Trustees may be entitled.

ARTICLE IX: Professional Services

1. The Board may, at its discretion, authorize a qualified attorney-at-law to represent the Board of Trustees in legal matters.
2. An audit of all accounts of the Library District shall be made at least annually by a certified public accounting firm appointed by the Board of Trustees. The annual financial audit shall be a public document.

ARTICLE X: Conflict of Interest

The Board of Trustees shall adopt and biennially review a Conflict of Interest Policy. The purpose of the policy shall be to protect the Library District's interest when it contemplates entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees or the Director of the Library District.

ARTICLE XI: General

1. The Library Board of Trustees is the legislative, or policy determining body of the library. Its primary concern is with formulating the program of service and with supplying the means for carrying it out. The director suggests the program and the Board decides to adopt, modify, or reject the director's programs / policies.
2. The trustees should concern themselves collectively and individually with results rather than methods, and should hold the director responsible for attaining the desired results.
3. No trustee should seek or expect special privileges regarding library services nor profit

- or activity of the board. However: (1) Board members shall be reimbursed mileage to attend regular board meetings and special meetings for conducting library business. (2) Board members shall not be charged library fines for overdue materials. (3) Board members shall not be charged for small copying processes. (4) Board members shall not be charged for one time utilization of the Community Room during a calendar year.
4. The Board of Trustees, at its discretion, may authorize the purchase of a policy or policies of insurance against liability of the Board and its employees to indemnify any person pursuant to this By-law, which shall contain such terms and conditions as the Board may deem appropriate to the extent and in the manner permitted by law.
 5. These Bylaws may be amended, effective immediately, by a unanimous vote at any regular or special meeting of the library board when a quorum is present. In the absence of a unanimous vote, such amendment shall be considered passed and in force by a majority present and voting at the next regular board meeting.

ARTICLE X: Library Director

The Board of Trustees as a whole shall be invested with powers of hiring, evaluating, remunerating and disciplining the Director of the Library District under general personnel policies as established by the Board. Annual evaluations of the Director shall be conducted by the Board of Trustees. The Director shall be the chief executive and administrative officer of the Library District and shall serve at the pleasure of the Board. The position shall be responsible for the execution of the orders and policies adopted and promulgated by the Board as well as performing such other duties as the Board, by resolution, may direct from time to time. The Director shall have complete authority to hire employees for all positions authorized by the Board in the District budget. The Director shall make an annual report to the Board stating the status of the Library and its services within sixty (60) days of the conclusion of the previous fiscal year

**(Job Description Modified: 3/8/2017)
Library Director**

Education & Experience Qualifications:

A master's degree in library science from an ALA accredited college/university or an appropriate level graduate degree, plus 5 years' experience in a library is preferred, where 1 year of that experience needs to be as an Assistant Director or Library Director.

Knowledge, Skill, & Ability:

Thorough knowledge of the principles of library services, organization and functions; thorough knowledge of administration including fundamentals and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in

oral and written communications, ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies and the general public. Proficiency with computer skills is also necessary.

Personal Attributes:

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

Supervision Received: Works under the general supervision of the Board of Trustees.

Supervision Exercised: Directly supervises all employees and volunteers.

Hours of Work: Full Time

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. The employee is frequently required to stoop, kneel or crouch. The employee must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

Essential Job Functions:

- Implements library policies and procedures.
- Supervises employees and oversees the daily operation of the library.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Prepares budget and oversees the completion of all mandated reports.
- Approves expenditures of appropriations for library purposes.
- Checks bills and employee time records.
- Prepares for and oversees monthly Board of Trustee meetings.
- Writes grants or organizes partnerships with outside agencies to procure additional funding, services and programs.
- Manages the purchasing, developmental needs, and maintenance of the library's collection of books, periodicals, records, films, tapes and a variety of other library materials/resources. This will include all areas of collection development for the library.
- Manages the cataloging and designation of materials into the library's collection.

- Prepares work schedules and assigns areas of responsibility.
- Assists users in obtaining best results from the use of library facility.
- Creates, maintains and evaluates all programming and servicing needs of library users.
- Assists users through the conduction of adult programming and services. (i.e. Reserve a Librarian, ILL, Book Club, etc.)
- Assists in the audit process and makes annual report to the Board of Trustees.
- Confers with local organization and general public to provide information and to resolve problems or complaints.
- Confers with school districts, agencies, corporations and community groups in the development and coordination of library programs and services to meet community needs.
- Oversees the maintenance and upkeep of the facility.
- Attends library system workshops and professional meetings to stay well informed.

Nepotism: No person shall be employed by the Board of Trustees or Director who is related with the third degree by blood or marriage to any Trustee of the Board.

ARTICLE XI: Library Board of Trustees Code of Ethics

Ray County Library recognizes the importance of codifying and making known to the staff and the public the ethical principles that guide the work of Library Trustees.

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information and privacy restrictions.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.