

**BYLAWS OF THE NEWTON PUBLIC LIBRARY
BOARD OF TRUSTEES**

NAME

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This organization shall be called "The Board of Trustees of the Newton Public Library".

MEMBERSHIP AND GOVERNANCE

APPOINTMENT

In accordance with Kansas Statutes Annotated 12-1215 et seq., the Board of Trustees of the Newton Public Library shall consist of seven members, appointed by the Mayor of Newton, with approval of the governing body. This Board of Trustees is the only legal authority under which the Newton Public Library operates.

RESIDENCY

Board members must be residents of Newton and do not receive compensation for serving on the Board.

ETHICS STANDARDS

Members of the Board and the Library Director must promote a high level of library service while observing ethical standards. 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.

It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Any member of the Board who applies for employment with Newton Public Library must resign prior to making application. A new Board member will be appointed in accordance with the process outlined in the Bylaws. (see Appendices: Ethics Statement for Public Library Trustees)

NEPOTISM

No member of the Board of Directors of the Newton Public Library shall advocate or cause the employment, appointment, promotion, transfer, advancement or discipline of any relative of the board member's family employed by the Newton Public Library. Categories of employees who are considered related include spouses, children, parents, grandparents, aunts, uncles, nieces, nephews, brothers, sisters, cousins and/or in-laws.

EXECUTIVE OFFICER

The Library Director is the executive officer of the Board.

BOARD TERMS

Original appointments to the Board are for staggered four year terms beginning on May 1. After two full consecutive terms, a person is not eligible for reappointment until one year has elapsed.

ORDINANCES

Local ordinances that affect library administration:

- Charter Ordinance #19, exempts the requirement that the Mayor serve as ex officio member of the Board. (see Appendices: Ordinance #19)
- Charter Ordinance #22, adopted on December 3, 1980, states that the city may levy taxes as deemed necessary. (see Appendices: Ordinance #22)

- Ordinance #3506, adopted on October 1, 1980, regulates the return of material to the Newton Public Library and provides penalties for failure to return such material (see Appendices: Ordinance #3506).

MEETINGS

REGULAR MEETINGS

The regular meetings of the Board shall be held on the second Monday of each month at 5:15 p.m., at the Library, unless otherwise ordered by the Board.

ANNUAL MEETING

The annual meeting at which officers are elected shall be held in May of each year.

OPEN TO THE PUBLIC

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.)

SPECIAL MEETINGS

Special meetings may be called by the President 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, unless waived, be given to each member at least two days in advance of such meeting. No business other than that stated in the notice shall be transacted at such meeting.

OFFICERS

ELECTION

The officers elected at the annual meeting for a term of one year shall be President, Vice President and Treasurer. The Library Director shall serve as Secretary. South Central Kansas Library System Board representative and Second Century Library Foundation Board representative shall be elected at this time.

DUTIES OF OFFICERS

- The President of the Board shall preside at all meetings, appoint committees, and generally perform the duties of a presiding officer. The President shall, together with the Secretary and Treasurer, certify all bills approved by the Board. The term of service for the President is limited to three years.
- In the absence of the President, the Vice-President shall exercise all duties of the President.
- The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall prepare and submit any and all reports required by law or requested by the Board; shall issue notices of all special meetings; shall have custody of the minutes and other records of the Board on permanent file at the Library; shall together with the President, certify all bills approved by the Board; and shall notify the Board of Commissioners of the City of Newton of any vacancies on the Board.
- The Treasurer shall serve as consultant to the Library Director in financial matters, together with the President and the Secretary certify all bills approved by the Board, and see that financial reports of the Library's accounts are reported accurately and completely to the Board each month, or as often as the Board shall require.
- The Newton Public Library South Central Kansas Library System Board representative shall attend semi-annual and other special meetings of the South Central Kansas Library system Board and make a report thereof to the Library Board.
- The Newton Public Library Second Century Library Foundation Board representative shall attend Second Century Library Foundation Board meetings and make a report thereof to the Library Board.
- The President of the Board shall serve as the Florence Bessmer Foundation Trustee, shall attend Florence Bessmer Foundation Board meetings and make a report thereof to the Library Board. (?)

LIBRARY DIRECTOR

EXECUTIVE OFFICER

The Library Director shall be considered the executive officer of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided (see Appendices: Organization and Administration).

COMMITTEES

COMMITTEE APPOINTMENTS

The President shall appoint all special committees, made up of board and non-board members, as needed.

ORDER OF BUSINESS

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The order of business at regular meetings of the Board shall be:

1. Call to order
2. Citizens Forum (Appendices: Citizens Forum)
3. Consent agenda (Approval of minutes, Report of Treasurer, Approval of bills, Report of Library Director)
4. Report of committees
5. Unfinished business
6. New business
7. Adjournment

This order of business may be changed at any meeting with the consent of the Board. Except as otherwise provided in the Bylaws, parliamentary rules and orders shall govern the proceedings. Any questions will be referred to *Robert's Rules of Order*, current edition.

QUORUM

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A quorum for the transaction of business shall consist of four of the appointed members. Lacking a quorum, bills for the month may be approved with the consent of the members present plus telephone or electronic consent from enough members not present to constitute a quorum.

AMENDMENTS TO THE BYLAWS

AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by the approval of the majority of the appointed members, provided notice of the proposed amendment has been given in the preceding regular meeting or has been sent at least fifteen (15) days prior to the meeting at which the amendment is to be voted upon.