

Bylaws
OF THE
BOARD OF TRUSTEES
OF THE
NORTH KANSAS CITY PUBLIC LIBRARY

Revised as of September 2010

Article I: Name

This organization shall be called “The Board of Trustees of the North Kansas City Public Library” existing by virtue of the provisions of Chapter 182 of the Laws of the State of Missouri, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Officers

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. At the first regular meeting in July of each year, the Board shall elect from its own number, a President, Vice-President, Secretary, and Treasurer. It shall require a majority of Board members present to elect any officer. Any vacancies occurring in the foregoing offices shall be filled in the same manner.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. In the absence or inability of the President, all the duties of that officer shall devolve upon the Vice-President. In the absence of the President and the Vice-President, the Secretary shall appoint a chairman pro tem.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board; record meeting attendance, and absent members; conduct the correspondence of the Board, or direct the same; issue notice of all regular and special meetings; and perform such other duties as are generally associated with that office.

Section 7. The principal duties of the Treasurer shall be to study the financial status of the library and report to other Board members, sign official state aid applications, perform such duties as generally devolve upon the office, and perform such duties as the Board may direct. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

Article III: Meetings

Section 1. The regular meetings shall be held each month, the date, hour and place to be set by the Board at its annual meeting.

Section 2. Notice of all meetings shall be posted in a prominent public place giving the time, date, and place of each meeting, and its tentative agenda.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 4. The Board shall adopt an annual report prepared by the Library Director at the regular meeting in October of each year.

Section 5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Call to order;
- (b) Disposition of consent items, which consist of minutes of the previous regular meeting and any intervening special meeting, financial reports, statistical report and accounts payable of the library;
- (c) Public presentation to, or discussion with, the board; public comments will be limited to five (5) minutes, unless the time is extended by the Board;
- (d) Director's report of library progress and service;
- (e) Committee reports;
- (f) Communications;
- (g) Unfinished business;
- (h) New business;
- (i) Adjournment.

Section 6. Special meetings may be called by the Secretary at the direction of the President, or at the request of three (3) members, for the transaction of business as stated in the call for the meeting.

Section 7. A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board present in person.

Section 8. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 9. (1) No meeting or vote may be closed without an affirmative public vote of the majority of a quorum of the Board of Trustees. The vote of each member of the Trustees on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific section of the State Statutes (Chapter 610 RSMo) shall be announced publicly at an open meeting of the Trustees and entered into the minutes. **(2)** When the Trustees propose holding a closed meeting or vote, they shall give notice of the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed pursuant to the provision of Section 610.021 (RSMo). Such notice shall comply with the procedures set forth in Section 610.020 (RSMo) for notice of a public meeting.

Article IV: Library Director and Staff

Section 1: The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Qualified shall mean that the Library Director hold a graduate degree in library or information science.

Section 2: The Director shall hire employees based upon positions established by the Board, specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff.

Section 3: The Director shall also be responsible for the care and maintenance of library property, for an adequate and proper selection of materials, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Section 4: The Library Director is authorized to sign any contracts or bids approved by the Library Board. This shall include contracts for any services for which funds have been specifically allocated in the Library's annual budget, such as courier and janitorial services.

Section 5: The Library Director shall also be the custodian of the Board of Trustee records, which shall be kept in the library.

Article V: Committees

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI: General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. Any votes taken during a meeting (open/closed) shall be taken by roll call. The President, or presiding officer, may vote upon and may move or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (6) of the members of the Board shall be present and two-thirds of those present shall so approve.

North Kansas City Public Library

Board of Trustees Bylaws Amendment

Adopted: 14 December 1998; Amended 20 September 2010

Resolution

Whereas, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

Whereas, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records for a fee that doesn't exceed the actual cost of document research and duplication; and

Whereas, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with section 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Library Director be and hereby is appointed custodian of the records of the North Kansas City Public Library and that such custodian is located at 2251 Howell St., North Kansas City, MO, 64116-3399.

2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided, which fees have been determined not to exceed the actual cost of document search and duplication and that upon request, the custodian shall certify that these fees are fair and reasonable.

Fee schedule: Ten (10) cents per page.

4. That it is the public policy of the North Kansas City Public Library that meetings, records, votes, actions and deliberation of this body shall be open to the public unless otherwise provided by law.

5. That the North Kansas City Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.