

BYLAWS OF THE WEST PLAINS PUBLIC LIBRARY

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ARTICLE I: NAME AND LOCATION

The name of this library shall be the West Plains Public Library. The West Plains Public Library is located at 750 West Broadway in West Plains, Missouri. The principal office of the West Plains Public Library shall be located within the library.

ARTICLE II: BOARD MEMBERS

Section 1. General Powers.

Subject to the limitation of the Bylaws and the statutes of the State of Missouri, all powers of the Board of Trustees shall be exercised by or under the authority of the Board of Trustees, and the management, affairs and policies of the West Plains Public Library shall be controlled by the Board of Trustees. The Board of Trustees shall have all such powers which it may deem expedient and necessary for the proper government of the Library and not inconsistent with RSMO Sections 182.140 to 182.301. The Board of Trustees shall specifically have those powers set forth in RSMO Section 182.200.

Section 2. Number of Board Members.

The number of members of the Board of Trustees shall be nine (9).

Section 3. Board Member Code of Ethics, Qualifications, and Expectations.

Code of Ethics: We use a code of ethics, defined by the American Library Association, latest amendment on January 22, 2008):

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Qualifications: Membership as a trustee is open to all persons over the age of eighteen (18) years and who reside within the municipal library district of the City of West Plains and who are interested in the furtherance of the purposes of the West Plains Public Library. No member of the city government shall be a member of the Board of Trustees.

Expectations: The following are expectations of the Board of Trustees:

1. Understand and support the Library's mission.
2. Employ the Library Director, work in cooperation with that individual, and participate in her or his evaluation.
3. Prepare for and attend board meetings regularly and actively participate, including service on committees and/or as an officer.
4. Engage in development of goals and plans for the Library, review progress, and evaluate outcomes.
5. Act as trustees of the Library's finances, work to provide adequate resources and oversee responsible expenditure of funds.
6. Participate in Library fundraising activities and personally support those activities.
7. Set policies which further the Library's mission, while ensuring legal and ethical integrity and accountability to membership.
9. Share expertise, contribute to decision-making, and support decisions of the board.
10. Complete assignments in a timely fashion.
11. Enhance the association's public standing.

Section 4. Appointments to the Board.

The mayor of the City of West Plains and the West Plains City Council shall approve and appoint the members of the Board of Trustees. Such appointment shall be made with reference to the prospective candidate's fitness for office. Board members shall submit names of prospective candidates for appointment at the May meeting of the Board of Trustees. The qualifications of each of the prospective candidates shall be discussed at the June meeting of the Board of Trustees, and if the prospective candidates are approved for membership, then their names shall be recommended to the mayor for consideration for appointment to the Board of Trustees.

For vacancies that occur before a Board member's renewal, resignation, or retirement, the Board will review potential candidates and their names shall be recommended to the mayor for consideration for appointment to the Board of Trustees. A trustee appointed to fill a vacancy shall hold membership only for the unexpired term of the member creating the vacancy.

Section 5. Terms of Appointments.

No member of the Board of Trustees shall serve for more than three (3) successive full terms and shall not be eligible for further appointment to the board until two (2) years after the expiration of the third term.

Section 6. Resignation or Dismissal

Any Trustee may resign at any time by giving written or email notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date. The acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the Mayor of the vacancy.

Three consecutive unexcused absences may result in dismissal from the Board of Trustees. An unexcused absence shall be defined as any absence unaccompanied by a proxy. Any trustee or trustees may also be removed from the Board of Trustees for misconduct or neglect of duty. This removal is the duty of the mayor of the City of West Plains or other proper official by and with the consent of the West Plains City Council.

Section 7. No Compensation.

No trustee shall receive compensation as such, and no person shall be employed by the Board who is related either by blood or marriage to any trustee of the Board.

ARTICLE III: OFFICERS

The officers of the Board of Trustees of the West Plains Public Library shall be as follows: President, Vice-President, Secretary, and Treasurer which shall constitute the Executive and Personnel Committee. The officers shall be elected at the regular meeting following the annual July meeting of the Board of Trustees. The election shall be held pursuant to nominations from the nominating committee appointed by the President. The officers of the Board of Trustees shall be elected for a term of one-year.

- A. President. The President of the Board of Trustees shall preside at all meetings, appoint all committees, certify all bills approved the Board of Trustees, countersign checks in the absence of the Treasurer, authorize calls for any special meetings and generally perform the duties of a presiding officer.
- B. Vice-President. The Vice-President shall assume all duties in the absence of the President and shall succeed the President in case of vacancy. The Vice President is the official spokesperson for the Library Board. It will be his/her job to communicate to media

outlets/the public if deemed necessary by the Board. In the absence of the Vice President, the President will speak for the Board.

- C. Secretary. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notices of all regular meetings and, on the authorization of the President of all special meetings, shall have custody of the minutes and other records of the Board. The Secretary shall notify the City Council, the appointing body, of any vacancies on the Board.
- D. Treasurer. The Treasurer shall have charge of the Library funds and certain income received outside the appropriations discharged by the City Clerk, shall co-sign checks on the account on the authorization of the Board, and shall report at each meeting on the state of the funds. In the absence of the Treasurer, the President shall co-sign.

ARTICLE IV: MEETINGS

Section 1. Regular Meetings.

Regular meetings of the West Plains Public Library Board of Trustees shall be held on the second Monday of each month at 5:30 p.m. at the Library. If the regular meeting date falls on a city recognized holiday, then the meeting date can be moved to another evening. This date change is announced at the meeting prior to the holiday. The time of any regular meeting may be changed by the vote of the majority of those present at any regular meeting.

Section 2. Special meetings

Special meeting may be called by the President or upon the written request of the simple majority of all currently filled board positions for the transaction of the business set forth in the request for the meeting. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each trustee at least two days in advance of the meeting.

Section 3. Quorum and Voting.

A quorum for transaction of business shall consist of five trustees.

Each trustee of the Board of Trustees shall be entitled to one (1) vote on each matter submitted to a vote at a meeting of the Board of Trustees. Every trustee entitled to vote at a meeting of the Board of Trustees may authorize another person or persons to act for him/her by proxy. Every proxy shall be in writing and shall be signed by the trustee and shall be executed in front of the Director. Under extenuating circumstances, a faxed or emailed proxy will also suffice.

A majority of trustees in office appearing in person, by video conference, by speakerphone, or by proxy shall constitute a quorum for the transaction of business. The vote of a majority of trustees at a meeting at which a quorum is present in one of the above manners shall constitute the action of the Board of Trustees. If less than a quorum is present, then a majority of those trustees present may adjourn the meeting from time to time without notice until a quorum is present.

For special business that requires immediate attention, voting by email is acceptable as long as a quorum agrees to said business.

Section 4. Annual Meeting.

The first meeting of the fiscal year shall be designated the annual meeting and shall include the annual report, election of officers, and appointment of committees.

Section 5. Meeting Procedure.

Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Board.

Section 6. The Order of Business.

The Order of Business at the regular meetings shall be set forth on an Agenda, compiled by the Board President and Secretary, that is provided to the Board of Trustees in advance of the regular scheduled meetings. If Board Members have items to be addressed, these items should be submitted to the President and Secretary with verbiage for a potential motion and supporting materials at least seven days prior to the board meeting. Notice of the meeting's Agenda can be in the form of e-mail, fax, mailed or hand delivered by Board Secretary or Library Director.

ARTICLE V: COMMITTEES

The President shall appoint permanent committees in the following areas: Budget and Finance, Building and Equipment, Audit/Bylaw, Publicity, Executive/Personnel, Technical Services, Foundation, and Programming. The respective duties and obligations of the respective committees are as follows:

- A. Budget and Finance. The Budget and Finance Committee shall meet and make recommendations to the Board as to the allocation of funds and propose a budget for approval by the Board.
- B. Building and Equipment. The Building and Equipment Committee shall monitor the maintenance of the library facility and equipment of the library and make recommendations for capital expenditures and repairs to the Board of Trustees.
- C. Audit/Bylaw. The Audit and Bylaw Committee shall be appointed by the President to examine or cause to be examined on an annual basis the records of the Treasurer and of the Secretary and shall report to the Board as to the status of the records.
- D. Executive /Personnel. The Executive and Personnel Committee shall make a policy for personnel and shall be responsible for reviewing annual evaluations of personnel with the needs of the library facility and also for disciplinary action against employees. In addition the Executive/Personnel shall make recommendations the Budget Committee and the Board for personnel policy and salaries of the employees of the library.
- E. Technical Services. The Technical Services Committee shall monitor all technical services of the library and shall develop policy on an ongoing basis for the use of computers and other technical services available at the library.

- F. Foundation. A member or a committee of members shall be designated as liaisons(s) between the Library Board of Trustees and Library Foundation. This liaison(s) shall attend the monthly meetings of the Foundation and make reports of this attendance to the Library Board of Trustees. This committee is designed to keep an open line of communication with the Library Foundation, Library Board of Trustees and the needs of the West Plains Public Library.
- G. Programming. The Programming Committee shall monitor the wide variety of programs offered by the West Plains Public Library, work to maintain current programs, and seek new programs that will benefit all library patrons regardless of age, ability, or gender.

ARTICLE VI: LIBRARY DIRECTOR & LIBRARY REPORT

The Library Director shall be the Executive Director of the Library and shall be responsible for the care of the library building and equipment, for the employment of staff and personnel, and the general operation of the library in accordance with the policy and decisions of the Board of Trustees. The Library Director shall be required to attend all Board of Trustees meetings other than where the Director is excused or at meetings where the Director's salary is to be determined. The Library Director shall be an ex-officio member of all permanent and ad hoc committees.

The Board of Trustees shall formally evaluate the performance of the Library Director at least once each year.

The Library Director shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

ARTICLE VII: AUDIT / BYLAWS

The Audit/Bylaws Committee of the Library Board shall review these bylaws annually and recommend change to the Board when a majority of the committee agrees.

BYLAWS' REVIEW & AMENDMENTS

Date: November 9, 2020.

Amendment(s): Revisions to Article 3, Letter D and Article 5, Letter D.

President: Heather Kamps (interim president)

Date: May 19, 2014.

Amendment(s): Unknown.

President: Autumn Shirley.

Date: November 20, 2006.

Amendment(s): Unknown.

President: Jay Padgett.