

Bylaws of the Board of Directors of the Hays Public Library**Article I – Name**

This organization shall be called “The Board of Directors of the Hays Public Library” existing by virtue of the provisions of the Laws of the State of Kansas, and exercising the powers and authority and assuming the responsibilities delegated to it under the statutes.

Article II – Membership

The Board of Directors consists of seven members appointed according to state law by the Mayor with the consent of the city commission.

Article III – Officers

Section 1: The officers shall be a chairman, a vice chairman, a secretary, and a treasurer, elected from among the appointed members at the annual meeting of the board.

Section 2: 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 3: The Chairman shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, sign the orders of the board for payment of bills, 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 4: The Vice Chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.

Section 5: The Secretary shall keep a true and accurate record of all meetings of the board, shall sign orders of the board for payment of bills, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6: The Treasurer shall be the disbursing officer of the board and shall perform such duties as generally devolve upon the office. He shall be bonded in an amount as required by a resolution of the board approved by the city commission. In the absence or inability of the treasurer, his duties shall be performed by such other members of the board as the board may designate.

Article IV – Meetings

Section 1: The Regular Meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2: 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 May of each year.

Section 3: 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:

- Disposition of minutes of previous regular meeting and any intervening special meeting
- Director's financial report of the library
- Action on bills
- Progress and service report of director
- Committee reports
- Communications
- Unfinished business
- New business
- Public presentation to, or discussion with, the Board
- Adjournment

Section 4: Special Meetings may be called by the chairman or by a written request of a majority of the members. Written notice, stating the time and place of the meeting and the purpose for which called, shall, unless waived, be given each member at least two days in advance, and no business other than that stated in the notice shall be transacted at such meeting.

Section 5: A Quorum for the transaction of business at any meeting shall consist of **five** members of the board present in person. (8/12/14)

Section 6: Except as provided otherwise in the by-laws, the usual parliamentary rules and orders shall govern the proceedings. In case a point of order is challenged, *Robert's Rules of Order (Revised Edition)* shall be the authority.

Article V – 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.

Section 2: The director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the following:

- The proper direction and supervision of the staff
- The care and maintenance of library property
- An adequate and proper selection of books in keeping with the stated policy of the board
- The efficiency of library service to the public
- Its financial operation within the limitations of the budgeted appropriation
- The presentation of an annual report to the Board

Section 3: In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the Board at its next regular meeting.

Section 4: The director shall attend all board meetings, when possible, except those at which his appointment or salary is to be discussed and decided.

Article VI – Committees

Section 1: The chairman 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 VII – 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. The chairman may vote upon and may move or second a proposal before the board.

Section 2: The by-laws may be amended by the majority vote of all members of the board (i.e. four or more) 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 by-laws 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 (i.e. five members) of the board shall be present and at least two-thirds (i.e. four members) of those present shall so approve.

Submitted by the following committee appointed at the November 13th meeting, 1972:

Mr. Marc Campbell

Rev. Blaine Burkey, O.F.M.Cap.

Mr. Donald Bolander

Prepared during a meeting of the committee, Dec. 4, 1972, and thus submitted.

Accepted by the board January 8, 1973.

Bylaw of the Board of Directors of the Hays Public Library
Amendments Relative to the Activation of the KSA 12-1222, 9/16/04

(Amendments identified below in *italics*)

Article II – Membership

The Board of Directors consists of seven members appointed according to state law by the Mayor with the consent of the city commission. *In addition to the appointed members of the board the official head of the municipality shall be an ex-officio member of the library board with the same powers as appointed members (KSA 12-1222).*

Article VII – 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. The chairman may vote upon and may move or second a proposal before the board. *A tie vote upholds the chair's decision since the chair's decision can only be reversed by a majority vote.*

KSA 12-1222

“In addition to the appointed members of the board the official head of the municipality shall be ex-officio a member of the library board with the same powers as appointed members, but no person holding any office in the municipality shall be appointed a member while holding such office.”