

II - PULASKI COUNTY LIBRARY DISTRICT BY-LAWS

ARTICLE I - ORGANIZATION

The Pulaski County Library District (PCLD) includes the public libraries in Crocker, Richland, and Waynesville. The PCLD Board of Trustees acts as the lead governing and policymaking board for the county library system.

ARTICLE II – TRUSTEES

Section 1. Qualification and Term of Office - A Board of Trustees consisting of five county members shall govern the Pulaski County Library system. No trustee should seek or expect special privileges with regard to Library services; nor should the trustee in any way profit personally by any policy or activity of the Board. The Pulaski County Board of Commissioners shall appoint trustees that represent the three area libraries, to serve a term of four years. Consecutive terms are allowable.

Section 2. Resignations and Vacancies – Whenever a vacancy in the Board occurs by resignation or otherwise, the County Commission will be notified and a new trustee will be appointed to serve the remainder of the term.

Section 3. Duties of the Board of Trustees. The Board of Trustees shall:

1. Determine the by-laws and policies under which the libraries will operate, and review & revise them as needed. Upon approval, the changes to the PCLD by-Laws & Policy Manual will be made by the Director as directed by the Board.
2. Select and appoint the Director.
3. Advise in the preparation of the budget, approve it, and make sure that funds are available to finance the approved budget.
4. Review income and expense records for accuracy and accountability.
5. Perform annual facilities inspections. Regularly review the various

- building maintenance/improvement needs and requirements and recommendations as presented by the Director.
6. Receive library gifts.
 7. Cooperate with other public officials and boards, and maintain vital public relations.
 8. Attend Board meetings regularly.
 9. Become familiar with what constitutes good library service by reading, attending library functions, and visiting other libraries.
 10. Review accomplishments and develop new goals in a Long Range Plan, which is reviewed and updated annually.
 11. Conduct the Director's performance evaluation and ensure the Director and Branch Managers are performing employee evaluations as required.
 12. Shall annually review and approve employee salary recommendations from the Director and shall determine the salary of the Director.

ARTICLE III – OFFICERS

- Section 1. Officers, Elections and Terms. The officers of the Board of Trustees shall be: President, Vice President, Secretary and Treasurer and shall be elected annually. These officers shall be elected at the October meeting and hold this office for one year, beginning in January and ending in December. Any officer vacancies occurring during the year shall be filled at any regularly scheduled or specially called meeting. The Board may delegate the duties of the Secretary to the Director and/or Administrative Assistant.
- Section 2. Duties of the President - The President shall be the chief executive officer of the PCLD Board. It shall be the duty of the President to preside at all meetings of the Board; to appoint all committees; to serve as alternate custodian of documents; and to perform all duties set by law.
- Section 3. Duties of the Vice-President - In case of the absence or inability or refusal to act by the President, then the duties of that office shall be taken over by the Vice President. In case a permanent vacancy/resignation occurs in the

office of the President, the Vice President shall perform all functions of the President until a successor is elected for the unexpired term. In the event of the absence of both the President and the Vice President, the Board shall select one of the Trustees as President Pro-tem.

Section 4. Duties of the Secretary - The Secretary shall be responsible for all official correspondence of the Board, shall keep a permanent record of the proceedings of the Board, and shall be the custodian of all the official records of the Board. The Secretary shall be charged with the responsibility of giving notices required of these by-laws and to perform other duties as that the Board may direct. The Board may elect to delegate the duties of the Secretary to the Director and/or the Administrative Assistant at the October meeting concurrent with the election of officers.

Section 5. Duties of the Treasurer - The PCLD Treasurer will ensure there are two signatures of Board members on checks issued from the Operating Account; will reconcile receipts and invoices with checks issued; and review monthly balance sheets, check register, and income statements provided by the accounting service.

Section 6. The Pulaski County Library system will defend, indemnify, and hold harmless any one or all Trustees of the Board, and the Director, for any mistakes or judgment or other action taken in good faith by the Trustees in performance of their statutory duties unless resulting from willful negligence, bad faith, or fraud.

The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such Trustees may be entitled. The Board of Trustees of the Pulaski County Library District may, at its discretion, authorize the purchase of an insurance policy against liability of the Board and to indemnify any person pursuant to this by-law, which shall contain such items and conditions as the Board may deem appropriate to the extent and in the manner permitted by law.

ARTICLE IV - DIRECTOR

- Section 1. The Director shall perform the duties and carry out the policies assigned by the Board through The By-Laws and Policy Manual and other directives. The Director supervises the operations and financial management of the branch libraries in Crocker, Richland, and Waynesville
- Section 2. The Director shall have charge of the administration of the libraries under the direction and review of the Board of Trustees.
- Section 3. The Director shall be held responsible for the care of materials and equipment, for the employment and direction of the staff, for efficiency of the Libraries' services to the public, and for the financial operations of the libraries within the limitation of annual budget.
- Section 4. The Director shall attend all Board meetings, except those at which the appointment and/or salary performance of the Director is to be discussed or decided. The Director will provide a written monthly report of activities at all libraries, to be included as an addendum to the meeting minutes.
- Section 5. The Director shall make annual salary recommendations for library staff. The Board shall review and approve employee salary recommendations annually and set the salary of the Director.

ARTICLE V-MEETINGS

- Section 1. Regular meetings - The regular meetings of the Board of Trustees shall be held on the third Thursday of each month at 5:30 p.m. Each branch will rotate hosting the meetings.

- Section 2. Notice of Meeting - Notice of regular meeting shall be given by the Director either by e-mail or telephone to every member of the Board at least seven days before the date of said meeting. Public notice shall be posted on the community bulletin board in each library, twenty-four hours prior to the meeting, by the Director, as required by law.
- Section 3. Special Meetings - Special meetings may be called by the President or at the request of any two Members of the Board at least three days before the date of said meeting. No business shall be transacted at said special meeting except as stated in the call without unanimous consent of all Trustees of the Board. Public notice shall be posted, by the Director, on each community bulletin board twenty-four hours prior to the meeting. An Executive Conference Call meeting may be held by a motion made and passed at a regular board meeting.
- Section 4. Public Hearing - The PCLD will hold a Public Hearing in August to receive input and comment from the general public in regards to the tax levy for the PCLD. The Director shall prepare a budget and present it at the August Public Hearing for the following fiscal year, January 1 to December 31.
- Section 5. Quorum - A majority of the full Board of Trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the full Board shall be required to enter into any contract, employ, or dismiss the Director, effect a merger or consolidation, or approve a budget. In the absence of a quorum, no business shall be conducted.
- Section 6. Order of Business - The order of business at all regular meeting of the Board shall be as follows:
1. Roll Call
 2. Approval of Agenda and Minutes

3. Review & Approve Bills Payable and Financial Reports
4. Receive Director's Report (typed copy to be provided)
5. Old Business
6. New Business
7. Additional Announcements
8. Adjournment

The foregoing order of business may be suspended or varied at any meeting by a majority vote of those present.

Section 7. Conduct of Meetings - In all matters of the procedures not specifically covered herein, Robert's Rules of Order shall guide the Board.

ARTICLE VI – FINANCES

Section 1. Fiscal Year - The fiscal year of the library shall be from January 1 to December 31.

Section 2. Gifts - The Library Board is authorized to receive gifts, bequests and donations of money, both for current and capital expenditures of the library.

Section 3. Fiscal Oversight – Fiscal oversight is a duty of the PCLD Board of Trustees.

Section 4. Audits – An audit of the financial records and accounts of the library shall be made annually by a certified public accounting firm appointed by the Board and shall be made a part of the annual report to the appropriate governmental bodies.

ARTICLE VII – ANNUAL REPORT

The Director shall submit an annual report to the Pulaski County Commissioners in April

stating the condition of the library on the last day of December of the previous year. A copy of such report shall also be submitted to the Missouri State Library.

ARTICLE VIII - REVIEW AND AMENDMENTS

The PCLD Board reviews these by-laws in whole every three years and recommends changes. As time allows, one individual policy will be reviewed at each board meeting. These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.