

# **Kingston Library Board**

## **By-Laws**

November, 7, 1990 – Revised May 2009, February 2013

### **ARTICLE I – NAME**

The official name of this organization is the “Kingston Library Board”

### **ARTICLE II – OBJECT**

The objects of this organization include, but are not limited:

- To foster and promote library development in Kingston and the surrounding areas.
- To provide management and direction to the Library Director regarding staff hiring and supervision, use of facility/materials/equipment and financial matters within the limits of the annual budget.
- To establish policies governing the activities of the library.
- To assist the Library Director in setting goals and objectives and in submitting an annual budget to the City Manager.
- To abide by the City of Kingston Policies and Procedures Manual and the Library Management Agreement (January 2009) between the City of Kingston and the Kingston Library Board.

### **ARTICLE III- MEMBERSHIP**

1. The Kingston Library Board shall consist of six citizens, one city council person and the Library Director acting in an ex-officio capacity.
  - Appointment by City Council of the six citizen members shall be at the January meeting. The Library Board shall collectively agree upon a slate of recommendations to be presented to the council prior to the January meeting.
2. Term of office shall be three years for citizen Board members and a member may succeed himself/herself two times. Term of office shall be staggered such that no more than two new members will be appointed by City Council. In case of resignation or death, a new member will be appointed by City Council. A member filling an unexpired term may be subsequently reappointed for two full three-year terms.

3. A member failing to attend two consecutive meetings will be contacted by the Secretary. A member failing to attend at least 50% of the meetings in any fiscal year shall, thereby, vacate his/her membership, and the City Council shall elect a new member to fill the unexpired term.

4. A Board member may be removed by a two-thirds vote of the Board present at a regular meeting or a special meeting called for that purpose. Advance notice to the membership in writing prior to the meeting of the vote must be issued.

#### **ARTICLE IV – MEETINGS**

1. The Board shall meet at least every other month at such regular times as may be determined by the Board.

2. A quorum shall consist of four (4) members (excluding Library Director), and no meeting shall be considered held without the necessary quorum.

3. Special meetings may be called by the Chairperson or any two members.

4. Public notice shall be furnished for all Board meetings.

#### **ARTICLE V – OFFICERS**

1. The officers of this Board shall be Chairperson, Secretary and Treasurer.

2. Term: All officers shall be elected for a period of one year at the first meeting of the calendar year. Officers shall assume duties upon election. The Library Director shall serve ex-officio in an advisory capacity.

#### **ARTICLE VI – DUTIES OF OFFICERS**

1. The Chairperson shall preside at all board meetings, appoint all committees, authorize calls for special meetings, and shall certify all bills approved by the Board, and generally perform the duties of a presiding officer.

2. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all Board meetings, shall assure that advertisement of the meetings be properly issued; shall have custody of the minutes and other records of the Board and shall be responsible for keeping these records on permanent file at the Library. The Secretary shall handle all routine correspondence, maintain an attendance record of Board meetings, and contact any member being absent from two consecutive meetings.

3. The Treasurer shall have charge of the Library Board funds and shall pay out the funds on order of the Board. The Treasurer may pay out up to \$100.00 between Board meetings and Board approval. The signature of the Chairperson and/or an authorized Director will also be required. He/She shall keep an accurate record of all monies received and disbursed, and shall report the state of funds at each meeting. The Treasurer shall submit the annual budget report to the governing body.

## **ARTICLE VII – DUTIES OF THE BOARD**

On a yearly basis, or after six months for a new Library Director, the Library Board shall evaluate/appraise the Library Director's job using his/her job description as the basis. The compiled and completed evaluation shall be placed in the City of Kingston Personnel office. Board members who have served less than six (6) months shall not participate in the evaluation.

## **ARTICLE VIII – STANDING COMMITTEES**

The chairperson may appoint members to the following standing committees as deemed necessary by the Library Board: 1. Legal, 2. Policies, 3. Finance, 4. Property (Buildings and Grounds), 5. Nominating, and 6. Technology. The Chairperson may establish other special committees deemed necessary, subject to the approval of the Board.

## **ARTICLE IX – PARLIMENTARY PROCEDURE**

*“Roberts’ Rules of Order, Revised”*, shall govern the proceedings of this organization.

## **ARTICLE X – BY-LAWS**

Amendments to these by-laws may be proposed at any regular meeting, but may become effective only after written notice stating proposed change (s) and a majority vote at a subsequent meeting.

## Revision Log for KPL Bylaws

Date	Rev. No.	Pgs.	Description/Change
11/7/1990	0	3	Initial release
5/2009	1	3	General revision
2/2013	2	4	Changed color of print to black Deleted position of Vice Chair and duties Deleted KPL Board member qualification requirements Deleted diversity requirements Deleted Article V section three concerning succeeding oneself in an officer's position Added a Revision Log page to record changes to this document Added footer to identify the document and number of pages
9/2013	3	4	Added "Technology" to list of standing committees

