Introduction

The Board of Trustees is the governing body of Scenic Regional Library. Its role is to set policies for the conduct of the Board and the operation of the library, monitor the district's financial condition, and employ the Director. The statutes for consolidated libraries may be found in County and City Libraries (RSMo, Chapter 182). Additional statutes affecting the Board include the Sunshine Law (Chapter 610); the Records Retention Law (Chapter 109); and Ethics Law (105.450 et al). Copies of these statutes are included in the Appendix. Other state and federal statutes will apply in given situations.

Particular attention should be given to ensure that the Board complies with the Sunshine Law. A copy of the Sunshine Law booklet is provided to all Board members. Correspondence, including email, among Board members that is related to public business is a public record and a copy should be forwarded to the Director, who is the custodian of records for the district. Board members should refrain from discussing public business with one another except during meetings of the Board.

Board Meetings are usually held the third Tuesday of each month. The Board is required to have at least 10 meetings during the fiscal year. Board members should notify the Administrative Office (636-583-0652) if they cannot attend a meeting.

Board members are appointed by the County Commissioners of Franklin, Gasconade, Warren and Crawford Counties. Four individuals from Franklin, Gasconade, and Warren Counties and one individual from the portion of the district in Crawford County each serve alternating terms of 4 years, which expire on June 30th. Suggestions for potential replacements should be discussed among the Board prior to contacting the individual. The Director will submit copies of the Nominee Information form to the County Commission accompanied by a recommendation. Copies of the Nominee Information form are in the Appendix.

Board members do not represent any specific community – instead they represent the district as a whole. It is understood that patrons who contact Board members will likely come from the area in which the Board member resides. However, it is important that concerns expressed by patrons be brought before the entire Board for discussion. No single Board member may act on behalf of the Library without consent of a majority of the Board, voted upon at a properly called meeting. No single Board member will purport to speak on behalf of the Board without Board approval.

Reimbursement is provided to Board members for travel or other costs incurred to attend Library Board meetings or other Board activities. The mileage reimbursement rate is $0.03 below the current rate established by the IRS.

Trustee Memberships in the Missouri Library Association [MLA] are available to Board members and the cost will be paid by the Library.

The responsibilities of the Library Board and the Director are complimentary to one another. In general, the Board fulfills the fiduciary and policy-setting obligations of the district and the Director provides operational oversight and assists the Board in the execution of its responsibilities. Specific obligations for each are listed below.

Board

1. Employ a competent and qualified Director
2. Determine and adopt written policies to govern the library's operation, services and facilities; approve an annual budget and the appropriate levy to fund the library
3. Determine the library's staff positions and compensation
4. Determine and support the mission, vision and strategic plan of the library and secure adequate funds to achieve them
5. Maintain communication with and serve as a liaison between the residents of the district and the library
6. Know local and state laws; actively support library legislation in the state and nation
7. Appoint members to the Scenic Regional Library Foundation Board

Director

1. Act as technical advisor to the Board; recommend needed policies for Board action
2. Develop the procedures necessary to execute the policies as adopted by the Board
3. Remain aware of library standards and trends; prepare regular reports on the library's current status and future needs
4. Select and supervise key personnel; delegate authority to select and supervise support staff to appropriate personnel
5. Propose an annual budget for the library; give a current report of expenditures against the budget at each meeting
6. Attend all board meetings other than those in which the Director's salary or tenure are under discussion
7. Know local and state laws; actively support library legislation in the state and nation
8. Affiliate with the state and national professional organizations and attend professional meetings and workshops
9. Serve as ex-officio member of the Scenic Regional Library Foundation Board

Bylaws of the
Scenic Regional Library Board of Trustees

Article I
Name

This organization shall be called “The Board of Trustees, Scenic Regional Library,” existing by virtue of the provisions of Revised Statutes of Missouri 182.610 et. seq. and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II
Purpose

The Board of Trustees is the legislative or policy determining body for the library. Its primary concern is with formulating the program of service and with supplying the means for carrying it out.

The Board of Trustees shall determine the policy of the Library District as a whole, and develop the highest possible degree of operating efficiency; select and appoint a qualified Director to administer the library; advise in the preparation of the budget, approve it, and assure that adequate funds are provided to finance the approved budget; supervise the buildings and grounds, ensure their maintenance, and regularly review various physical and building needs to meet the requirements of the total library program; study and support legislation which will bring about the greatest good to the greatest number of libraries.

Article III
Membership

Section 1: Number of members: The Board of Trustees of Scenic Regional Library shall be composed of thirteen members, four of whom shall be appointed by the Gasconade County Commission; four of whom shall be appointed by the Franklin County Commission; four of whom shall be appointed by the Warren County Commission; and one of whom shall be appointed by the Crawford County Commission to represent the portion of the district within Crawford County.

Section 2: Resignations or vacancies: Any resignation or vacancy which occurs in the unexpired term of a trustee shall be filled in like manner as original appointments. The resignee shall submit a letter of resignation to the President of the Board with a copy to the Library Director. The respective County Commission shall be notified of the vacancy, with a request for an appointment for the unexpired term.

Article IV
Officers

Section 1: Term of Office: Officers of the Board of Trustees shall be elected at the regular June meeting. Terms of office are one year and are concurrent with the fiscal year of the district. Such officers shall be: President, Vice-President, Secretary, and Treasurer. Vacancies in any office shall be filled for the remainder of the term by election of the Board.

Section 2: President, Duties of: The President of the Board of Trustees shall preside at all meetings, appoint special committees as needed, and authorize calls for any special meetings. The President shall retain the right to cast a vote as a board member.

Section 3: Vice-President, Duties of: The Vice-President shall assume the duties of the president in the latter's absence. In the absence of both the President and Vice-President the members present shall select a chair pro tem.

Section 4: Secretary, Duties of: The Secretary shall keep a true and accurate account of all Board meeting proceedings which shall be kept on file in the library office following approval of the Board of Trustees. The Secretary may delegate this responsibility to a Library District staff member.

Section 5: Treasurer, Duties of: The Treasurer shall be the disbursing officer of the board and supervise the finances of the Library District. The Treasurer may delegate normal supervision of financial duties to the Director of the Library District, who shall present to the Board a complete financial report at its regular meetings.

Section 6: Signatories: All officers of the Board of Trustees are authorized to sign any documents of the organization that have been approved by the Board of Trustees.

In the absence of the President, the Vice-President, Secretary or Treasurer may sign any documents as are required to be signed by said President.

In the absence of the Vice-President, the President, Secretary or Treasurer may sign any documents as are required to be signed by said Vice-President.

In the absence of the Secretary, the President, Vice-President or Treasurer may sign any documents as are required to be signed by said Secretary.

In the absence of the Treasurer, the President, Vice-President or Secretary may sign any documents as are required to be signed by said Treasurer.

The Board of Trustees may also authorize a Board member who is not an officer to sign any documents of the organization that have been approved by the Board of Trustees.

Article V
Committees

Any committees as may be appointed from time to time shall serve until a final report is made by the committee to the library board, at which time the committee passes out of existence, provided, that all committees must make a progress report to the library board at each of its meetings.

Article VI
Meetings

Section 1: The Board shall provide for regularly scheduled meetings of the Board to be held monthly; except that, the Board shall not be required to meet more than ten times in any calendar year. The Director shall provide notice for regular meetings.

Section 2: Special meetings may be called by the President of the Board of Trustees, or upon written request of any three members, for the transaction of business stated in the call for meeting. The Director shall provide notice for special meetings.

Section 3: The Director shall prepare and post an Agenda of Business for each regular meeting of the library board.

Section 4: All sessions of the Board or its committees shall be open to the public and the media except during Executive Session. The Board of Trustees or its committees may, upon an open, majority vote of those members present and constituting a quorum for business, meet in Executive Session to consider and act upon any matter which is permitted by Missouri law.

Section 5: A majority of the full board of trustees shall constitute a quorum for the transaction of business for regular or called meetings of the board.

Section 6: A majority vote of those present shall be required for the transaction of business with the following exception: the affirmative vote of the majority of the full Board of Trustees shall be required to enter into any contract, employ or dismiss the Director of the library, effect a merger or consolidation or approve a budget.

Section 7: The Board or its committees may conduct meetings using electronic communication including, but not limited to, telephone or video conference in compliance with the requirements of Chapter 610 RSMo.

Section 8: In all matters of procedures not specifically covered herein, the Board shall be guided by the rule of reason. The Board, through a simple majority vote, may require that a meeting be conducted according to Roberts' Rules of Order.

Article VII
Amendment of By-Laws

These by-laws may be amended by a unanimous vote at any regular meeting of the library board when a quorum is present. In the absence of a unanimous vote such amendments shall be considered passed and in force by a majority vote at the next regular board meeting.

Approved by Scenic Regional Library Board of Trustees, July 2015

Policies

Policies of the library provide the link between our Mission and our operation. They are approved by the Board who are appointed to represent the entire district. As the governing body of the Library District, it is their responsibility to devise policies that will allow for the best use of library resources.

Policies shall be applied fairly and consistently to all patrons and employees. Questions about any policy or its implementation should be referred to a supervisor or to the Director.

Meetings

Regular Meetings

Regular meetings of the Scenic Regional Library Board of Trustees shall be held at 7:00 p.m. on the third Tuesday of each month. Meetings may be held at the District's branches or, in special circumstances, at other buildings accessible to the public.

Scenic Regional Library shall give notice of the time, date, place and agenda of each meeting. The notice shall be placed in a public area at all of the District's branches at least 24 hours, exclusive of weekends and holidays, prior to the meeting. If an emergency makes it impossible to give 24 hours' notice, the reason must be reflected in the minutes. Notice also shall be given to any representatives of the news media who requests notice of a particular meeting.

A formal committee of the Board of Trustees may conduct a meeting without notice during a lawful meeting of the Board, a recess in that meeting, or immediately following that meeting, if the meeting of the committee is publicly announced at the regular meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.

Scenic Regional Library shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. The Board of Trustees may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any meeting, record, or vote closed pursuant to the provision of Section 610.021 shall be permitted.

Special Meetings

Special Meetings may be held as provided in the Bylaws. Public notice and conduct of Special Meetings shall be provided in the same manner as Regular Meetings.

Closed Meetings and Records

Before closing a meeting to the public, a majority of a quorum of the Board of Trustees must vote to do so in a public vote. The vote of each member of the Board of Trustees on the question of closing a meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes.

Scenic Regional Library shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall be the same as other public meetings of the Board of Trustees.

No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. Members of the public may return to attend any subsequent open session held by the Board of Trustees following the closed session.

All records of the Library which are properly closed under the provisions of Section 610.021 RSMo, and as the same may be hereafter amended, are considered closed to the fullest extent allowed by law, and without further action by the Board.

Public Comments

At any open meeting of the Board of Trustees of Scenic Regional Library, the public will be recognized immediately after the determination that a quorum of the Board is present.

A period of up to three minutes for general comments from each visitor shall be provided at the beginning of each Board Meeting. Each member of the public may be asked to register or identify him- or herself. At the end of the public discussion, the Board will continue with its printed agenda.

A period of up to three minutes for specific comments from each visitor shall be provided under the appropriate agenda item, preceding the vote.

Any group or individual wishing to place an item on the agenda should contact the Library Director ten days prior to the next regular meeting of the Board of Trustees. Any information about the topic or question to be presented to the Board should be provided for inclusion in the Board packet. The item will be placed on the agenda for action, information, or discussion at the next regular meeting of the Board.

At the discretion of the Board, any portion of this policy may be waived when deemed appropriate.

Approved by Scenic Regional Library Board of Trustees, July 2015

Board Nominee Information

Complete and return to: Steven W. Campbell,
251 Union Plaza Drive, Union, Missouri 63084

Name _____

Address _____

City _____ County _____

Telephone_____ Email _____

Occupation _____

By submitting this form, you are agreeing to be considered for appointment to the Board of Trustees. Appointments are made by the County Commissions of Crawford, Franklin, Gasconade or Warren Counties.

Are you related to any member of the library staff? If so, whom?

Would decisions made by the Library Board conflict with your business or occupation? If yes, please explain:

List former and current activities and accomplishments in your community.

List prior experience serving as a board member (public or private).

What experience or skills can you bring to the Library Board?

What improvements to services or facilities should be made in the Library District?

Explain why you are interested in becoming a member of the Library Board.