

**SEDALIA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BYLAWS**

**SECTION I-NAME**

The name of this organization shall be “Sedalia Public Library District” (Section 182.010, RSMo) and the same shall be governed by “The Board of Trustees of the Sedalia Public Library District”, existing by virtue of the provisions of Section 182 of the Laws of the State of Missouri, and exercising the powers and authority and assuming the responsibilities designated to it under the said statutes.

**SECTION II-SEDALIA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

The Sedalia Public Library Board of Trustees consists of nine (9) trustees, who shall be residents of the City of Sedalia, none of whom shall be elected County or State officials. Such trustees shall be appointed by the Mayor and City Council Members for terms of three (3) years each from the 1st day of July following their appointment. Vacancies in the Board occasioned by removals, resignations, or otherwise shall be reported to the Mayor and shall be filled in like manner as original appointments; except that if the vacancy is in an unexpired term, the appointment shall be made for only the unexpired portion of that term. No member of the Board of Trustees shall receive compensation as such (Sec. 182.050 RSMo Con. Art. III section 12.).

**SECTION III-NEPOTISM**

No person shall be employed by the Sedalia Public Library Board of Trustees or by the Director who is related within the third degree by blood or by marriage to any trustee of the Board (Sec. 182.050 RSMo).

**SECTION IV-BYLAWS, RULES AND REGULATIONS**

The Sedalia Public Library District Board of Trustees shall make and adopt such Bylaws, Rules, and Regulations for their own guidance as may be expedient, not inconsistent with law, for the government of the Library and the District and in general shall carry out the spirit and intent of Sections 182.010 to 182.120, RSMo, in establishing and maintaining the free public Library. The first meeting after the 1<sup>st</sup> of June each year shall be the annual organizational meeting.

## SECTION V-OFFICERS

**Article 1.** The officers shall be: President, Vice-President, Secretary/Treasurer, elected from among the appointed Trustees at the annual meeting of the Board (June), and a Recording Secretary who may or may not be a member of the Board. (Amended June 28, 1993). Before taking office, each trustee shall take and subscribe an oath or affirmation to support the constitution of the United States and of Missouri, and to demean themselves faithfully in office (Sec. 182.060 RSMo).

**Article 2.** A Nominating Committee shall be elected by the membership two months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor. (Amended Sept. 1991; committee formerly appointed by the President).

**Article 3.** Officers shall serve a term of one year from the annual meeting at which they are elected. Officers may serve not more than five consecutive one-year terms in the same office.

**Article 4.** The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Article 5.** The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Article 6.** The Secretary/Treasurer as Secretary shall keep a true and accurate record of all meetings of the Board (except, see Section 7) and shall perform such other duties as are generally associated with that office. As Treasurer he/she shall sign such financial documents as required by the state law and shall perform such other duties as are generally associated with that office.

**Article 7.** The Recording Secretary shall keep a true and accurate record of all meetings of the Board and shall prepare them for distribution to the Board.

**Article 8.** The President, or in his/her absence, any Board Trustee shall sign and the Library Director, or in his/her absence, a designated replacement, attest to, all vouchers submitted for payment, such signing to constitute Board approval of the expenditures. (Amended October 12, 2020).

## SECTION VI-MEETINGS

**Article 1.** The regular meetings of the Board shall be held each month, with the exception of December, the date and hour to be set by the Board at its annual meeting. Board meetings may be postponed due to extenuating circumstances, such as inclement weather.

**Article 2.** The annual meeting, which shall be for the purpose of election of officers and such other business as may arise, shall be held at the time of the regular meeting in June of each year.

**Article 3.** The Library Director shall make a “State of the Library” report, including Financial, Statistical, and Yearly Summary, to the Board within 8 weeks from the end of the Fiscal Year (March 31).

**Article 4.** The Order of Business for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Acknowledgement of Members
  - a. Announcement of Quorum
  - b. Acknowledgement of Visitors
- (b) Disposition of minutes of previous regular meeting and any intervening special meetings
- (c) Financial and Statistical reports of the library
- (d) President’s Remarks
- (e) Library Director’s report
- (f) Committee reports
- (g) Unfinished business
- (h) New business
- (i) Other Business
- (j) Public Comments
- (k) Adjournment

**Article 5.** Special meetings may be called by the Secretary or Director at the discretion of the President, or at the request of 3 members, for the transaction of business as stated in the call for the meeting. No business may be discussed which is not stated in the call for the meeting.

**Article 6.** A quorum for the transaction of business at any meeting shall consist of 5 members of the Board present in person. When necessary, a telephone or video conference is an acceptable option to form a quorum.

**Article 7.** Conduct of meetings: Proceedings of all meetings shall be governed by Robert’s Rules of Order (latest edition available).

**Article 8.** An affirmative vote of the majority of the Board present in person (telephone or video conference when necessary) shall be necessary to approve any action before the Board of Trustees. As deemed necessary, Board approval for action may be conducted through email.

Adopted: July 23, 1990

Amended: Sept. 23, 1991

June 28, 1993

Oct. 12, 2020

Reviewed by Committee: March 4, 2024

Adopted: March 11, 2024

**Article 9.** In the absence of all Board Officers, the Library Director may conduct a Board meeting, as long as a quorum is present.

## **SECTION VII- LIBRARY DIRECTOR AND STAFF**

The Board shall appoint a qualified Library Director who shall be the chief executive and administrative officer of the library on behalf of the Board and under its review and direction.

The Library Director shall:

- be authorized to employ and specify the duties of any and all other staff positions, full time or part time, except Assistant Library Director, who shall be appointed by the Board upon recommendation by the Director.
- be held responsible for the proper direction and supervision of the library staff.
- be held responsible for the care and maintenance of library property.
- be responsible for an adequate and proper selection of library materials in keeping with the stated policy of the Board.
- be responsible for the financial operation within the limitations of the budgeted appropriation.
- issue notices of all regular and special meetings, including such notices as are required by law.
- furnish to the Board all necessary documents for regularly scheduled Board meetings.
- on or before 2<sup>nd</sup> Monday in June of each year, make an Annual Report to the Board, stating the condition of the Library and its services as of the 31<sup>st</sup> day of March of the preceding fiscal year.
- submit the Annual Report to the City Governing Body and to the Missouri State Library on or before the last day of June each year.
- provide for the requirements for staff in the annual budget. The Board adopts and reviews job descriptions.

## **SECTION VIII-COMMITTEES**

**Article 1.** The President shall appoint each year at the annual meeting, the following Standing Committees, each committee to consist of not more than 4 Board members: Finance and Budget, Building and Grounds, Personnel, Long-Range Planning, and Policy Review. No Board members may serve on more than 2 Standing Committees at any one time.

- In addition, the President shall appoint Special Committees of not more than 3 members each for such specific purposes as the business of the Board may require from time to time.
- The Special 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.

**Article 2.** All committees shall make a progress report to the Library Board after each of its meetings.

Adopted: July 23, 1990

Amended: Sept. 23, 1991

June 28, 1993

Oct. 12, 2020

Reviewed by Committee: March 4, 2024

Adopted: March 11, 2024

**Article 3.** No committee will have other than advisory powers, unless by suitable action of the Board it is granted specific power to act.

**SECTION IX-FISCAL**

**Article 1. Purchases**

- For purchases of \$5,000.00 or less for property and services which are budgeted and, in an amount, not to exceed the budgeted allowance, the Director may make the purchase with an informal bid.
- Under no circumstances shall the purchase of goods or services, for the same project, be divided into multiples in order to avoid the maximum limit of \$5,000.00.
- All other purchases shall be ordered by the Board of Trustees after receiving competitive bids (preferably three) for selection of a vendor and concluding the purchase except as purchases without bid are authorized by the Board.
- Solicitation for bids shall be advertised with respect to all purchases over \$5,000.00.
- The Board may waive or make exceptions to bid requirements.

**SECTION X-GENERAL**

**Article 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 President may vote upon and move or second a proposal before the Board.

**Article 2.** The Bylaws may be amended by a majority vote of all members of the Board 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.

**Article 3.** Any rule or resolution of the Board, whether contained in these bylaws 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 of the members of the Board are present and two-thirds of those present shall so approve.

Enacted by the Board of Trustees on the Sedalia Public Library District on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

President \_\_\_\_\_

Vice President \_\_\_\_\_

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