

# University City Public Library: Library Board Bylaws

CITY OF UNIVERSITY CITY MUNICIPAL LIBRARY DISTRICT  
University City, Missouri  
BY-LAWS OF BOARD OF TRUSTEES OF UNIVERSITY CITY  
MUNICIPAL LIBRARY DISTRICT

Statement of objective. The major goals of the library are to provide groups and individuals of all ages in the community with an organized collection of books, other materials, and services that will meet the informational, educational, recreational, cultural, and archival needs, and to release publicity concerning these materials and services.

## ARTICLE I

### MEETINGS OF THE BOARD

Section 1: Regular Meetings. The regular meetings of the board of Trustees shall be held at the library building (except as described in Section 8, below) at such time as the Board may by resolution designate.

Section 2: Notice of Meeting. Notice of regular meetings shall be made available to every member of the Board at least three days before the date of said meeting. Notice of all regular, special, closed, and committee meetings shall be posted in compliance with Chapter 610 RSMo Missouri Revised Statutes "Sunshine Law."

Section 3. Closed Session/Meeting. Closed sessions/meetings may be called by the President or at the request of three members of the Board. Only those items as defined by RSMo 610.021 may be discussed during a closed session/meeting, i.e., litigation, personnel matters, and real estate transactions.

Section 4: Special Meetings. The President of the Board may, or at the request of three members of the Board shall, call a special meeting of said Board stating the objective of said meeting. At least one day prior notice shall be given to any such special meeting. No business shall be transacted at said special meeting except as stated in the call thereof without the unanimous consent of all members of the Board

Section 5. Quorum. A simple majority of the current Board shall constitute a quorum for the transaction of business at all meetings of the Board. In the event that a quorum shall not be present, no official business may be transacted.

Section 6. Attendance at Meetings. Members of the Board of Trustees are expected to attend meetings of the Board. The Board may request the resignation of any member who has been absent for three or more of the Board meetings during a twelve-month period.

Section 7: Number of Board Members and Term. There are nine members of the Board appointed by the City Council. Board members serve three-year terms. No Board member may serve more than three full consecutive terms. However, if a member is appointed to serve a partial term of less than two years, replacing a member who has resigned, that member may serve three additional full terms. If a member is appointed to serve a partial term of two years or more, replacing a member who has resigned, that partial term shall count as the first full term and the member may serve two additional full terms.

Section 8. One or more Board member(s) may, if necessary, participate in a meeting of the Board, or of a Committee of the Board, by means of a conference telephone, videoconference, or similar communications equipment whereby all persons participating in the meeting can simultaneously hear each other. When Board members participate remotely, the Library will notify the public how to access the meeting. All members participating by means of conference telephone, videoconference, or similar communications equipment shall be deemed present at the meeting. Voting by proxy is not permitted.

## ARTICLE II

### OFFICERS - THEIR ELECTION

Section 1: Officers. The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer.

Section 2: Election and Terms of Officers. At the regular meeting in May of each year the Board shall elect from its members, a president, a vice-president, a secretary and a treasurer, to take office at the June meeting following the election. Said officers so elected shall hold office for a term of one year, or until their respective successors are elected. Any member completing a full term of office as an officer may be permitted to be reelected to a second term. No member, however, shall be reelected to any office for more than two consecutive terms of one year each. A majority vote of all members of the Board shall be necessary to elect to any office.

Section 3: Vacancies. Any vacancy occurring in any of said offices of the board shall be filled as soon as may be thereafter, in the same manner as herein above provided. Any person elected to office to fill any such vacancies shall hold such office until the next regular election of officers.

## ARTICLE III

### DUTIES OF OFFICERS

Section 1: President, duties of. The president shall preside at all meetings of the Board and appoint such standing and special committees as the Board may by resolution provide. The president shall be the chief executive of the library Board, do all things customarily provided by said office, be an ex-officio member of all committees of the Board, and have other duties as deemed necessary. In the absence of the Treasurer, the President is authorized to sign financial documents. The President has the same voting rights as any other Board member at Board meetings and as an ex-officio member at all committee meetings.

Section 2: Vice-president, duties of. In case of the absence, inability or refusal of the President to act upon resolution by the board, then the duties of that office, as above provided, shall devolve upon the vice-president. In case a vacancy occurs in the office of president, then, in such event, the vice-president shall perform all functions of the president until a successor for the unexpired term is elected. In the event of absence of both the president and vice-president or the inability of both of them to act for any cause, the duties of president shall devolve upon the secretary and further to the treasurer.

Section 3: Secretary, duties of. The secretary shall be responsible for all official correspondence of the Board, shall keep a permanent record of the proceedings of the Board, and be the custodian of all the official records of the Board and shall be charged with the responsibility of giving notices required by these By-laws and to perform such other duties as the Board may direct. The Secretary may delegate these duties to the Library Director who may delegate them to a staff member of their choosing.

Section 4: Treasurer, duties of. The treasurer shall be responsible for the supervision of all financial matters pertaining to the library. The Treasurer shall delegate normal supervision of financial duties to the Director who may in turn delegate to the city finance office the keeping of such records as may be required and adequate to record all income and disbursements of the Board and shall otherwise perform such duties as required by law. The treasurer shall present to the Board and its regular meetings a complete financial report. The treasurer may delegate to the Librarian such duties as desired and as may be approved by the Board, except as heretofore provided. The Treasurer shall serve as the chairperson of the Budget and Finance committee.

#### ARTICLE IV

##### COMMITTEES

Section 1: Committees. The president shall annually appoint such standing and special committees as the Board may by resolution provide. Standing committees shall be Personnel and Policy, Budget and Finance, Long-Range Planning, and Building and Grounds.

Section 2: Meetings. All committees shall be subject to call of their respective chairperson. A majority of the members of each committee shall constitute a quorum. Reasonable notice of all committee meetings shall be given by the chair.

#### ARTICLE V

##### LIBRARIAN AND LIBRARY STAFF

Section 1: Librarian and Library Staff, employment and compensation. The librarian shall be employed by the Board. All employees shall retain employment at the pleasure of the Board.

The compensation of all employees shall be subject to approval by the Board.

Section 2: Librarian and Library Staff, duties of. The Librarian shall be the chief executive officer of the library staff and shall be responsible for the execution of the orders and policies adopted and promulgated by the Board. The Librarian shall have complete authority to hire employees for all positions authorized by the Board. The said Librarian, in addition to being the chief executive officer of the library and being responsible for carrying out the policies of the Board, shall also perform such other duties as the Board by resolution may direct.

#### ARTICLE VI

##### NEPOTISM

No person shall be eligible to serve on the Board if related either by blood or by marriage to any library employee.

## ARTICLE VII

### PARLIAMENTARY LAW

In all matters of procedures not specifically covered herein, the Board shall be guided by the rule of reason. The Trustees, through a simple majority, may require that meetings be conducted according to the newest revision of Robert's Rules of Order

## ARTICLE VIII

### AMENDMENTS

These By-laws may be amended, effective immediately, in whole or in part, at any regular or special meeting, after not less than seven days prior written notice of any such proposed amendment shall have been given all members of the board and upon the affirmative vote of two-thirds of all members of the Board present at the meeting.

### POLICIES AND PROCEDURES

The Library 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 Librarian shall submit plans and policies for the board's adoption, modification or rejection.

The trustees shall hold the Librarian responsible for achieving the results as stated under the heading "Statement of Objectives" or as provided by resolution of the Board.

No trustee should seek or expect special privileges with regard to library service; nor should she or he in any way profit personally by any policy or activity of the Board.

The library may provide a membership for members of the Board in the Missouri Library Association. The library may provide membership in the American Library Association for the president or any other designated trustee. Travel expenses of board representatives to conferences and meetings should be considered and approved on an individual basis prior to attendance.

In all matters of policy and procedure not specifically covered herein, the Board shall be governed by the library laws of the state of Missouri.

Revised December 2004  
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