

**Kindred Public Library**  
**BOARD OF TRUSTEES BYLAWS**  
AMENDED June 12, 2023

**ARTICLE I**  
**MISSION STATEMENT**

The Kindred Public Library provides educational, recreational and informational resources for the greater Kindred area.

**ARTICLE II**  
**BOARD SIZE, GENERAL POWERS, AND TERM OF SERVICE**

**Section One: Structure of the Board of Trustees**

- A. The Kindred Public Library shall be governed by the Board of Trustees (henceforth known as the Board within this document) containing no fewer than five members.
- B. One member of the Kindred City Council must be a member of the Board.
- C. All members of the Board must be residents of the City of Kindred.

**Section Two: General Powers**

- A. In its administrative and advisory capacity over the Library, the Board shall have the general control and management hereof, including the following powers and duties:
  1. Officers' Duties: Make and adopt such by-laws, rules, regulations relating to the duties of the officers of the Board of Trustees.
  2. Library Operations: Make bylaws, policies, and procedures for the proper operation and use of the Library, which shall not conflict with any ordinances of the City of Kindred or with any State or Federal regulations. One copy of such bylaws, policies, and procedures adopted by the Board shall be available in the Library.
  3. Annual Operating Budget: Provide an annual operating budget covering the general operation of the Library. This budget and mid-year changes that have Board approval shall be binding upon the Board.
  4. Fiscal Management: Control the expenditures of all money received for or contributed to the Library.
  5. Public Support: Receive mill levies, gifts, bequests, donations, grants, or other gifts of all kinds for support, maintenance, and development of the Library and its collections, programs, building, and equipment.
  6. Building Management: Assure physical compliance and updates of the building as needed.
  7. Selection of Library Director(s) and Other Personnel: Establish qualifications and responsibilities of Director(s) and other library personnel and volunteers.
  8. Reports to City Council and Requests for Action: Make regular reports to the Kindred City Council as to the activities of the Board and Library.
  9. Long Range Planning: Establish long-range planning procedures and a course for the future development of the Library.

**Section Three: Terms of Service, Vacancies, and Removals**

- A. The members of the Board shall hold terms of three years. A member may serve two terms after which an interval of one year must elapse before the same member may be reappointed.
- B. All vacancies shall be reported by the Board to the City Council along with recommendations for filling the vacancy. Appointments made to fill unexpired terms shall be for the remainder of the term vacated only.

C. Members of the Board may be released based on resignation or unforeseen circumstances. Members of the Board may be removed from office only on the grounds of just and sufficient cause, with a vote taken by two-thirds of the membership of the Board.

### **ARTICLE III OFFICERS OF THE BOARD OF TRUSTEES AND THEIR ELECTION**

#### **Section One: Officers**

- A. The members shall select from among their group a President, Vice-President, Secretary, and Treasurer, and such other officers as may be deemed necessary by the Board to carry out the functions of the Board. The offices of Secretary and Treasurer may be held by one person.
- B. Board members, other than the officers, will accept duties as assigned by the President.

#### **Section Two: Election of Officers**

- A. Nominations of officers may be made at the regular monthly meeting one month prior to the annual meeting.
- B. The officers shall be voted on at the commencement of the annual meeting and begin their offices thereafter.

### **ARTICLE IV DUTIES OF THE OFFICERS**

- A. President: shall be the presiding officer at all regular meetings, shall call special meetings as necessary, shall employ correct parliamentary procedure, shall appoint committees as needed, shall prepare an agenda for each meeting, and shall sign all official papers.
- B. Vice-President: shall have all powers of the President in the event of the President's absence or refusal to act; the Vice-President shall carry out duties as assigned by the President.
- C. Secretary: shall attend and record in orderly fashion the minutes of each meeting convened by the President. These minutes will be maintained in a central location and shall be available to the public at any time.
  1. A copy of the Library Trustees' monthly report will be kept as part of the minutes, if provided.
  2. All agenda-related documents made to and by the Library will be kept with the minutes.
  3. A record of all policies and procedures passed by the Board will be kept and made available to the public.
  4. Notices of all regular and special meetings shall be posted in accordance with the open meeting law.
- D. Treasurer: shall deposit all moneys received by the Library and shall use any approved local financial organization(s). The Treasurer shall keep a record of all financial transactions, and will report on such transactions to the Board at each monthly meeting. (See Fiscal Management policy)

### **ARTICLE V FISCAL YEAR**

The fiscal year of Kindred Public Library shall begin on January 1 and end on December 31.

### **ARTICLE VI MEETINGS AND ORDER OF BUSINESS**

#### **Section One: Regular Monthly Meeting**

- A. The Board shall hold regular monthly meetings at a time and place to be set by the Board. A meeting notice shall be posted in the Library. The date, time, and place of meeting may be changed by the Board by motion duly adopted at a regular or special meeting. A quorum of the Board shall be necessary for the transaction of business, and the quorum will consist of one half of the total Board members or more.

#### **Section Two: Special Meetings and Executive Sessions**

- A. Special meetings and executive sessions may be called by the President or any member of the Board to deal with issues. A quorum of the Board shall be necessary for the transaction of business at any special meeting or executive session.

#### Section Three: Order of Business

All regular monthly meetings shall be conducted with general appreciation of Robert's Rules of Order.

### **ARTICLE VII**

#### **STANDING COMMITTEES AND CHAIRPERSON'S DUTIES**

- A. Standing Committees may be enlisted by the President at the first regular meeting of the year. Examples may include budget committee, planning committee, and nominating committee.
- B. These committees may have one Board Member and may be composed of patrons and interested people in the service area. The committees will choose their own chairperson.
- C. The Committee Chairperson will organize the work of the committee and will report to the Board in a timely manner.

### **ARTICLE VIII**

#### **LIBRARY DIRECTOR(S)**

- A. The operation of the Library shall be under the charge of the Library Director(s). The Director(s) will report on the activities of the Library to the Board at its monthly meeting.
- B. The Director(s) will be responsible for the selection and acquisitions of materials for circulation, for the acquisition of supplies and equipment, and for the daily operation of the Library. (see Fiscal Management and Collection Management policies)
- C. An evaluation of the Directors' performances may be conducted annually or as decided by the Board.

### **ARTICLE IX**

#### **PATRON INFORMATION**

- A. Patron information gathered by the Library is considered strictly personal and confidential. Such information may include names, family members, birth dates, email and home addresses, telephone numbers, and materials requested and/or checked out. This information is only used by the Library staff and Library Board as a part of the usual course of Library business. Individuals and groups not involved in the Library's business operations shall not receive patron information except in general summary data such as statistical data such as number of family vs. individual accounts.
- B. Any requests for specific patron information will be provided only by subpoena or other authorized legal request.
- C. The Friends of the Kindred Public Library shall only use patron data for fundraising and events.

### **ARTICLE X**

#### **AMENDMENTS TO THE BYLAWS**

- A. Amendments will require a two-thirds majority vote at a duly noted meeting with the full Board present.
- B. All members will sign each amended bylaws document as it is passed.

### **ARTICLE XI**

#### **DISSOLUTION**

- A. Upon the dissolution of the Library, assets shall be distributed to the City of Kindred to support its youth programs.

B. Any assets not so disposed of shall be disposed of by a Court of competent Jurisdiction of the county in which the Library is then located exclusively for such purposes of such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Amended:**

In witness whereof, the Library Board of Trustees have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_

\_\_\_\_\_  
Bethany Johnson  
President

\_\_\_\_\_  
Leah Lundquist  
Vice President

\_\_\_\_\_  
Sara Anderson  
Secretary

\_\_\_\_\_  
Nikki Weber  
Treasurer

\_\_\_\_\_  
Ozzie Peraza  
City Council Representative