



# Mulvane Public Library

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[www.mulvanepubliclibrary.org](http://www.mulvanepubliclibrary.org)  
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## By-laws of the Board of Trustees

### I. Mission

The mission of the Mulvane Public Library is to provide a well balanced collection of materials and services for community residents of all ages for personal enrichment, enjoyment, and educational needs. The Library is dedicated to promoting literacy and lifelong learning within the community.

### II. Trustees

The Board of Trustees of the Mulvane Public Library is a seven-member board appointed by the Mulvane City Council (K.S.A. 12-1222). Terms are for a duration of four years. Any trustee may serve two consecutive full terms. A one year waiting period must be observed before re-application can be made by a trustee who has served two consecutive terms.

Library Board members must reside within Mulvane City limits and be at least 18 years of age. Library Board Members cannot be related to the Library Staff or other current Library Board members.

Serving on the Library Board of Trustees is voluntary with no compensation.

The Mayor, by office held, is an ex-officio member of the Board of Trustees.

Vacancies are filled in the same way as four-year appointments. A person appointed to serve out an un-expired term is eligible to be appointed for two more full terms (K.S.A. 12-1222).

When there is a vacancy on the Library Board of Trustees, the position will be advertised to the community in at least two locations or public forums. Persons interested in serving on the Board must submit an application to the Library or City by the posted deadline. The Board shall then select a prospective member from those applications at the April (or next scheduled) meeting and submit their nominee's name to the City Council

for approval at the May (or next scheduled) meeting. Board of Trustee terms shall run from June to May.

The Board has the responsibility of making and directing the policy of the Mulvane Public Library, in accordance at all times with the statutes of the State of Kansas. Its responsibilities include promoting library interests, securing adequate funds to carry on the work satisfactorily, employing and supervising the Library Director, and administrating and controlling library funds, property, and equipment.

### III. Meetings

The regular monthly meetings of the Library Board shall be held on the second Monday of each month at 5:30 p.m. at the Mulvane Public Library. The annual meeting shall be held on the second Monday of June at the usual time and place.

A quorum is reached when four (4) or more voting members of the Board are present. In the event there won't be a quorum present the Director is authorized to take a proxy approval of the monthly bills from those members. In case the members fail to notify the Director and there is no quorum the Board empowers the Treasurer to pay monthly bills, and they will be reviewed at the next meeting. No new appropriation of moneys or indebtedness shall be incurred without the concurring votes of four (4) or more members.

Special votes via email may be requested by the Library Director or President if the item is time sensitive. At least four or more voting members must respond. The resulting action will be recorded in the next scheduled meeting's official minutes.

Special meetings may be called by the President or upon written request of the majority of the Members. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two days in advance of such meeting and no business other than that stated in the notice shall be transacted at such meeting (K.S.A. 12-1224 and K.S.A. 12-1243).

The absence of a member of the Board from four (4) meetings in a calendar year without a reasonable excuse shall be construed as a resignation from the Board. The Member will be informed in writing that a replacement appointment to the Board will be sought. It is a board member's responsibility to notify the Board President or Library Director in advance of the meeting that he/she will not be in attendance.

The Board of Trustees may permit any board member to participate in a regular or special meeting of the Board or a committee through the use of any means of communication by which all parties participating in the meeting can hear each other during the meeting.

All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317) except as authorized by K.S.A. 75-4319.

Any person wishing to present a matter of concern to the Board may do so by presenting the request in writing to the Library Director or by attending a board meeting and addressing the Board during the regularly scheduled public comment portion of the meeting. The length of time for comments shall be determined by the acting President.

#### IV. Officers

Officers of the Board shall be elected each year at the annual June meeting of the Board and shall be as follows: President, Vice-President, Secretary, and Treasurer.

- A. The President of the Board shall preside at meetings, appoint all committees, serve as ex-officio member of all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The President shall, together with the Secretary and Treasurer, certify all bills approved by the Board.
- B. The Vice-President shall preside in the absence of the President and shall assume the duties of the President.
- C. The Secretary of the Board shall see that there is a true and accurate account of all proceedings of the board meetings. Approval of the minutes should be noted.
- D. The Treasurer shall participate in the budget preparation with the Director and attend city budget meetings when needed. Checks shall be signed with two original signatures out of three possible signatures. President and Treasurer will be the regularly obtained signatures with the Vice-President signing on an as-needed basis. The Treasurer shall review the monthly financial reports prior to the monthly board meeting. The Treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).

## V. Committees

Special committees, made up of Board and non-Board members for the study and investigation of special problems or projects, may be appointed by the President with the approval of the Board. Such committees will serve until the completion of the work for which they were appointed and discharged by the Chair of the committee.

## VI. Director

The Library Director shall be considered the executive officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board Meetings. The Library Director shall be a salaried position.

## VII. Order of Business

The order of business at the regular meetings shall be as follows:

- i. Call to Order
- ii. Public Comment
- iii. Approval of Minutes
- iv. Treasurer's Report
- v. Payment of the Bills
- vi. Director's Report
- vii. Committee Reports
- viii. Old Business
- ix. New Business
- x. Announcements
- xi. Adjournment

This order of business may be changed at any meeting by a vote of the majority of the Members of the Board present. Except as otherwise provided, *Robert's Rules of Order, Newly Revised* shall govern the proceedings.

## VIII. Amendments

The By-laws can be amended only by a majority vote of the Board of Trustees.

Adopted by the Mulvane Public Library Board of Trustees on August 6<sup>th</sup>, 2007.  
Amended by the Mulvane Public Library Board of Trustees on October 5<sup>th</sup>, 2015,  
August 1<sup>st</sup>, 2016, June 12<sup>th</sup>, 2017, and October 14<sup>th</sup>, 2024.