

**By-Laws
of the
Canton Public Library
Canton, MO**

Article I Identification

The official name of the organization is the Board of Trustees of the Canton Public Library (hereinafter: the Board). The Board office is located at the Canton Public Library.

The Canton Public Library and the Board origination can be located in the City of Canton Municipal Code Chapter 135.

Article II Membership

Section 1. Appointments and Terms of Office

Appointments and terms of office are provided by the relevant subsections of Missouri Statutes Sections 182.170 (appointment), 182.180 (terms of office), and 182.190 (vacancies). See Appendix A.

Section 2. Meeting Attendance

Members are expected to attend all meetings. If a member is unable to attend, notice must be given to the Board President or Library Director at least 24 hours before the meeting from which the member shall be absent. Absence from 6 meetings within 12 months shall result in relinquishment of membership. Appropriate steps will be taken to fill the vacancy.

Article III Officers

Section 1. Election

Officers of the Board shall be chosen at the regular July meeting, and shall be as follows: President, Vice President, Secretary, and Treasurer.

Section 2. President

The President shall preside at all meetings, appoint all committees, authorize calls for special meetings, and perform all the duties of the presiding officer. The President is the chair of the Executive Committee.

Section 3. Vice President

The Vice President shall perform the duties of president in the absence of the President and is a member of the Executive Committee.

Section 4. Secretary

The Secretary shall keep a true and accurate account of all proceedings of the Board and be a member of the Executive Committee. The Secretary shall forward a copy of the approved minutes, financial reports, and accompanying pertinent documents to the Clerk of the City of Canton after each monthly meeting.

Section 5. Treasurer

The Treasurer shall be the custodian of Library funds and oversee the placement of said funds in a bank(s) approved by the Board. The Treasurer, upon approval of the Board, shall remit payment on all invoices, verify bank accounts, and provide necessary reports to the Board. 30 days before the new fiscal year, the Treasurer shall present to the Board a budget for the next year.

Article IV Meetings

Section 1. Regular Meetings

The Board shall meet monthly on a date predetermined by the Board at the preceding month's meeting. All meeting notices shall be posted prominently at the Library at least 24 hours in advance of the meeting.

Section 2. Special meetings

Special meetings can be called by the President or upon written request of 3 Board members. The notice of special meeting must include the exact nature of the business to be conducted at the meeting. Public Notice must be provided at least 24 hours before the meeting.

Section 3. Notice

Notice of all meetings will be in accordance with Missouri Sunshine Law in its latest edition.

Section 4. Quorum

A quorum of the Board, necessary for the transaction of business, consists of a simple majority of the members of the Board.

Section 5. Virtual Meetings

Virtual meetings may replace in-person meetings as determined by the Executive Committee.

Section 6. E-mail Voting

In the event that discussions requiring a vote by the Board is necessary between regularly scheduled meetings, such vote may be conducted by email. Results of the vote are to be recorded in the following meeting's minutes.

Article V Committees

Section 1. Special Committees

Special committees may be appointed by the President as needed.

Section 2. Executive Committee

The Executive Committee of the Board consists of the President, Vice President, Secretary, and Treasurer. The Committee's duties include:

1. Provide general direction to the Library Director;
2. Make decisions on behalf of the Board in emergency situations;
3. Approve necessary actions or payments on behalf of the Board when a regularly scheduled meeting cannot be held. Report of such actions will be made to the full Board at the next regularly scheduled meeting.

Article VI Duties of Board Members

Regular assigned duties of Board members include the following:

1. Attend all regular and special meetings;
2. Approve policy and procedures for the best possible management of the Canton Public Library;
3. Secure sufficient funding for the best possible management of the Library;
4. Ensure the Library operates within the limitations of these finances;
5. Approve expenditure of funds;

6. Hire and monitor the Library Director;
7. Represent the Canton Public Library to the general public in a positive manner;
8. Become familiar with and adhere to State Library Laws;
9. Take an interest in Library staff, programs, and public relations.

Article VII
Duties of the Library Director

1. Recommend policies and carry out faithfully the policies formulated and approved by the Board;
2. Prepare an annual budget in consultation with the Treasurer and submit it to the Board for approval, or for changes and approval, at the June Board meeting;
3. Recommend staff hirings, salaries, promotion, dismissal, and supervise and direct all Library personnel;
4. Recommend changes in regulations or policies to the Board.
5. Formulate objectives and plans for Library development and improvement for discussion and adoption by the Board;
6. Report regularly to the Board at each meeting on:
 - a) Progress of the Library – this may include plans for the future and problems that need discussion;
 - b) Statistical information on the operation of the Library;
 - c) An accurate financial report of expenditures.
7. Make recommendations to the Board on efficient operations of the Library;
8. Prepare relevant grant applications that support the mission of the Library, and manage awarded grants in accordance with grant guidelines;
9. Provide programming and outreach opportunities that meet the needs of the local community;
10. Prepare in a timely manner all required reports to the governing authorities, the State Auditor, the State Library, and the citizens of Canton;
11. Define the duties of each staff member, assign to them such responsibilities and work which are deemed best for the efficient management of the Library, and direct their work;
12. Select and purchase (under general policies adopted by the Board) books, Library materials, equipment, and supplies;
13. Provide assistance and guidance to Library patrons;
14. Participate in community activities and organizations that enhance public perception of the Library;

15. Maintain a strong public relations program to inform the community of the services, programming, and other offerings of the Library;
16. Attend and take part in Board approved professional meetings, workshops, and institutes;
17. Acknowledge in writing any gifts presented to the Library and report such gifts to the Board.

APPENDIX A - Missouri State Statutes

182.170. Trustees – number, appointment.

When any city establishes and maintains a public Library under sections 182.140 to 182.301, the mayor or other proper official of the city, with the approval of the legislative branch of the city government, shall proceed to appoint a Library Board of nine trustees, chosen from the citizens at large, with reference to their fitness for the office. No member of the city government shall be a member of the Board.

182.180. Terms of office of trustees, removal.

The trustees shall hold office, one-third for one year, one-third for two years and one-third for three years from the first of July following their appointment, and at their first regular meeting shall cast lots for the respective terms; and annually thereafter the mayor or other proper official, before the first of July of each year, shall appoint three trustees, who shall hold office for three years. The mayor or other proper official, by and with the consent of the legislative branch of the city government, may remove any trustee for misconduct or neglect of duty.

182.190. Vacancies – how filled, three terms disqualifies, nepotism forbidden.

Vacancies in the Board of Trustees, occasioned by removals, resignations or otherwise, shall be reported to the proper official and be filled in like manner as original appointments, except that if the vacancy is an unexpired term, the appointment shall be made for only the unexpired portion of that term. No member of the Board shall serve for more than three successive full terms and shall not be eligible for further appointment to the Board until two years after the expiration of the third term. No trustee shall receive compensation as such, and no person shall be employed by the Board who is related either by blood or by marriage to any trustee of the Board.