

Pottsboro Public Library
Board of Trustees
Of the
City of Pottsboro By-Laws
As Amended 10/11/2019

Article I

Section 1. Name

The name of the organization shall be the Pottsboro Public Library Board of Trustees, hereafter referred to as the "Board of Trustees."

Section 2. Creation

The Board of Trustees was duly organized on November 2, 2010 as a result of Pottsboro's Code of Ordinances amended Chapter 9 (Personnel), Article 9.800 (Library Board Established).

Section 3. Purpose and Duties

- (1) Planning** – The Board of Trustees shall provide guidance and direction for the Pottsboro Public Library. The Board of Trustees is responsible for defining the organization's mission, vision and values and ensuring they are relevant to community needs.
- (2) Financial** – The Board of Trustees together with the library director is responsible for reviewing and approving the proposed annual operating budget.

Prior to the commencement of each fiscal year, the Board of Trustees shall review a detailed, annual budget prepared by the library director. The proposed budget must be approved by a majority vote of the Board of Trustees at a board meeting convened for the purpose of reviewing and approving the proposed budget. Upon approval of the proposed budget by the board, the board shall submit such budget in writing to the City Council at such time as may be requested by the city and not later than thirty (30) days prior to the beginning of the city's next ensuing fiscal year.

The Board of Trustees shall:

- a. Ensure adequate financial resources;
- b. Monitor efficient use of the resources;
- c. Ensure the establishment of financial controls and policies; and,
- d. Represent the library before the City Council when requesting funds or services.

(3) Human Resources

The Board of Trustees shall:

- a. Select a director who is responsible for library administration; and,
- b. Follow city policies to govern the management of volunteer services and staff.

(4) Risk Management

The Board of Trustees shall:

- a. Ensure the by-laws are current and consistent with city ordinance (9.800); and,
- b. Ensure the Board of Trustees is indemnified with adequate insurance.

(5) Advocacy

The Board of Trustees shall:

- a. Convey to their communities the value of the library. Advocacy, the process of acting on behalf of the public library to increase public funds and ensure that it has the resources needed to be up-to-date, is critical to the success of libraries.

(6) Complaints and Legal Matters

The Board of Trustees shall:

- a. Know of significant complaints by the public or employees; and,
- b. Maintain confidentiality of all legal matters.

Article II

Section 1. Structure and Term

The Board of Trustees shall be composed of five-to-nine (5-9) trustees who serve without pay. The Board of Trustees shall have a president, secretary and treasurer. The fiscal year of the Board of Trustees will be October 1 to September 30 as determined by the City of Pottsville. All trustees will be appointed for a term of two (2) years and may be appointed by the City Council to successive terms. In the event a trustee resigns from the board prior to the completion of the trustee's term, the City Council shall appoint a successor to the unexpired term.

Section 2. Committees

The Board of Trustees may appoint Standing Committees, temporary or permanent, which in their discretion are necessary for the purpose of the Board of Trustees.

Section 3. Voting Rights

Each member of the Board of Trustees shall have one vote equal in weight. All voting shall be by voice vote, rollcall or secret ballot. Ex-officio members and members of temporary or special committees shall not have voting rights.

Article III

Section 1. Meetings

Meetings of the Board of Trustees will be held at a minimum of three (3) times a year; July/August to approve the proposed FY budget; September for election of officers; and, mid-FY for operating review. Special meetings may be called as needed and at least 72 hours notice must be given.

Section 2. Open Meetings

All meetings shall be open to the public. Public notice of meetings must be posted by the city a minimum of 72 hours in advance of the meeting as required by Chapter 551, Government Code of the State of Texas.

Section 3. Quorum

A majority of the number of Board of Trustee members shall constitute a quorum for the transaction of business.

Section 4. Transaction of Business

Every act or decision done or made by a majority of the Board of Trustees present at a duly held meeting at which a quorum is present shall be regarded as the act of the entire Board of Trustees.

Section 5. Roberts Rules of Order

All meetings shall be conducted according to "Roberts Rules of Order," current edition. It shall be the responsibility of each member to observe that these rules are followed and meetings are conducted in accordance therewith.

Article IV

Section 1. Tenure

All members shall be appointed for a term of two years and may be appointed by the City Council to successive terms.

Section 2. Attendance

Board of Trustees shall maintain an annual attendance record of not less than 75% of all regular meetings of the Board of Trustees.

Section 3. Special Appointments

The Board of Trustees may appoint temporary, non-voting members to serve at the will of the Board of Trustees when deemed necessary.

Section 4. Resignation

Any member may resign at any time by giving written notice to the president. Such resignations will take effect on the date of receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies

A vacancy on the Board of Trustees shall be filled in the manner prescribed in Article II, Section 1. The member appointed to such vacancy shall serve for the remainder of the term of the member replaced.

Section 6. Officers and Library Director Duties

Each office must be held by a unique individual. A person cannot serve in more than one position.

President

Provides leadership to the library organization and commits to participate actively in the work of the organization.

- a. Presides over all meetings and develops agendas with the director.
- b. Works with the library director on long-range goals and annually evaluates progress.
- c. Serves as Ex-Officio member of all committees and attends their meetings when invited.
- d. Keeps library director informed about all business affairs of the library.
- e. Reviews financial reports.
- f. Articulates library's mission and accomplishments.
- g. Calls special meetings upon receipt of written requests from three (3) members, stating the business to be discussed. Refer to Article III.
- h. Conducts election of officers at September meeting.
- i. Responsible for orientation and transition of any new officers.

Secretary

The secretary shall keep the minutes of the meetings of the Board of Trustees; gives all notices in accordance with the provisions of these by-laws or as required by law; and in general, performs all duties incident to the office of secretary and such other duties as from time-to-time may be assigned to them by the president.

- a. Posts a 72 hours written notice prior to the meeting in compliance with the open meetings laws;
- b. Attends all meetings;
- c. Provides prior notice of meetings to membership;
- d. Keeps an updated list of membership names, addresses, phone numbers and email address;
- e. Provides correspondence and acknowledgements and other official written communications for the organization;
- f. Ensures minutes are distributed to the membership within two weeks following meetings.
- g. Makes recommendations to the Board of Trustees for consideration of by-laws changes. Is familiar with by-laws and has an updated copy for review during meetings.

Treasurer

The treasurer will serve as liaison between the city and the Board of Trustees. The treasurer will be familiar with and present current financials at called meetings. The treasurer works with the library director to develop the budget for presentation to the Board of Trustees and upon approval, to the city. The treasurer will review the budget report each month and provide a summary to the board. The

treasurer will serve as the Board of Trustees liaison to the Friends of the Library board. The treasurer is familiar with financial accounting procedures.

Library Director, City of Pottsville

Position Overview

The library director provides leadership and serves as the library's primary public representative. The library director is expected to represent the library within the community, develop programs, develop collections, provide budgeting information, manage staff, formulate library policies and programs for review by the library Board of Trustees and direction by the City Manager, and oversees the care and maintenance of the building, equipment and systems.

Essential Duties and Responsibilities

- a. Plans and organizes the activities, programs and services of the library in response to community needs.
- b. Trains and supervises employees and performs evaluation of the circulation librarian and volunteers in the functional areas of information services, loans, acquisitions, events, instruction, equipment-repair and facilities management.
- c. Performs near-term and long-range planning for development of services.
- d. Develops system improvements as needed.
- e. Prepares annual budget with board treasurer. Administers adopted budget.
- f. Prepares program recommendations.
- g. Oversees the collection and accounting of fees and charges, develops materials purchase procedures and purchases materials.
- h. Prepares narrative and statistical reports for the City Manager, the Board of Trustees, the state library and the City Council as appropriate.
- i. Prepares policy for library Board of Trustees review and advisement.
- j. Advises the Board of Trustees on pertinent issues and gives reports on library operations at Board of Trustees meetings.
- k. Plans and implements procedures to augment library goals and services through Friends of the Library, and in cooperation with community education, cultural and civic organizations.

Additional Duties and Responsibilities

Participates in professional library associations and other professional organizations to remain current on developments and advancements in library science, public administration and training. Meets state annual-required continuing education requirements. Performs routine library duties as needed.

Qualifications

- a. A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position may be considered.
- b. Knowledge of public library services, operation and collections.
- c. Excellent communication skills, both verbal and written.
- d. Demonstrates professionalism and positive attitude.

- e. Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.
- f. Skill in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies and the business community and, if appropriate, directing complaints to proper authority.
- g. Ability to effectively prepare and present information.
- h. Ability to define problems, collect data, establish facts and draw valid conclusions.
- i. Able to appropriately deal with a variety of abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel; and, reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision ability required by this job include close vision and distance vision. The employee will occasionally be required to attend off-site meetings.

Work Environment

The employee will be required to operate typical business office equipment including computer accessories.

Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Article V

Section 1. Amendments

These by-laws may be amended by Pottsboro City Council at any regular City Council meeting, upon notice to the Pottsboro Public Library Board of Trustees. Also, the Pottsboro Public Library Board of Trustees may make amendments for approval by the City Council at any regular City Council meeting.

Article VI

Section 1. Conflicts

In the case of a conflict between an Ordinance and these by-laws, the Ordinance will control.

Section 2. Majority

As used in by-laws, the term "majority" shall mean those votes totaling more than fifty (50%) percent of the total vote of the membership. Unless otherwise stated, all decisions will be majority vote.

PASSED AND APPROVED THIS __11th__ DAY OF __October__ -- 2019.

Pottsboro Public Library Board of Trustees

APPROVED BY THE POTTSBORO CITY COUNCIL THIS __7th__ DAY OF __October__ -2019.

PASSED AND APPROVED THIS, THE 2ND DAY OF NOVEMBER, 2010.

APPROVED: _____

MAYOR, CITY OF POTTSBORO

AMENDED: September, 2013 by the City Operating Board of the Pottsboro Library

PASSED AND APPROVED THIS, THE 5TH DAY OF AUGUST, 2013.

POTTSBORO CITY COUNCIL

AMENDED: June 8, 2015 by the City Board of the Pottsboro Library

PASSED AND APPROVED THIS, THE — DAY OF JUNE, 2015:

POTTSBORO CITY COUNCIL