

# **Pottsboro Area Public Library City Board**

## **Of the City of Pottsboro**

### **By-Laws**

#### **Article 1**

##### **Section 1. Name**

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

##### **Section 2. Creation**

The City Board was duly organized as a result of Ordinance 9.800 adopted by the City Council on November 2<sup>nd</sup>, 2010.

##### **Section 3. Purposes & Duties**

**Planning:** The City Board shall provide guidance and direction for the Pottsboro Area Public Library. They plan and administer the daily and long term operations of the library. The City Board defines the organizational mission and reviews yearly to ensure that they are consistent with the purpose of the library and that its programs are effective and relevant to community needs.

**Financial:** The City Board is responsible to review and approve the annual operating and capital budgets.

- Secure adequate financial resources;
- Ensure development of inventory control to properly record financial transactions and control assets;
- Monitor efficient use of resources;
- Ensure the establishment of proper financial controls and policies;
- To represent the library before the City Council when requesting funds or services.

**Human Resources:**

- To seek out, interview, and select a Director to whom the responsibility for administration of the library is delegated.
- To establish policies to govern the management of volunteer services and staff.
- Plan to ensure smooth transitions in both board and Director position.
- Monitoring compliance with legislative and regulatory requirements.

**Accountability:**

- Account to the public for the services of PAL and expenditures of funds.
- To approve/disapprove the director's expenditures over \$200.

**Risk Management:**

- Ensures the By-laws are current.
- Ensure that adequate insurance provisions are in place to protect the organization and board from potential liabilities.

**Advocacy:**

- Develops programs designed to earn public understanding and support.
- Provides opportunities for citizen participation.
- To work with the Friends of the library to seek and secure sufficient resources for Pottsville Area Library to finance its operations.

**Complaints Review:**

- Hear complaints about services and performance through a formal complaint procedure.
- All pending legal complaints are confidential, including names and other personal information.

The fiscal year of the City Board will be October 1 to September 30th as determined by the City of Pottsville.

## **Article II**

**Section 1. Structure:** The City Board shall be composed of 5-9 members who serve without pay. The City Board shall have a President, Secretary and Treasurer.

**Section 2. Membership:** The members and President shall be appointed by the City Council with new terms beginning in September of each year.

**Section 3. Committees:** The City Board may appoint Standing Committees, temporary or permanent, which in their discretion, are necessary for the purpose of the City Board.

**Section 4. Voting Rights:** Each member of the City Board shall have one vote equal in weight. The President shall vote only to break a tie. All voting shall be by voice vote, roll, call, secret ballot, or email. Ex Officio members and members of temporary or special committees shall not have voting rights on the City Board.

**Section 5. Action without a Meeting:** Any action which may be taken at a meeting of the City Board, or any committee, may be taken without a meeting, if consent is obtained in writing. The written consent must set forth the action to be taken and shall be signed by all the members, or all of the members of a committee, as the case may be. A written consent may be hand delivered, mailed, e-mailed, or forward by facsimile. The written consent will be kept in the City Board's records and the time of business will be included in the next meeting agenda for approval and recording in the minutes.

## **Article III**

**Section 1. Meetings.** Meetings of the City Board will be held as needed. At least three days' notice must be given.

**Section 2. Open Meetings.** All meetings shall be open to the public. Public notice of meetings shall be given at least 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 City Board 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 City Board members present at a duly held meeting at which a quorum is present shall be regarded as the act of the entire City Board.

**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 the meeting conducted in accordance therewith.

#### **Article IV**

**Section 1: Tenure:** All members shall be appointed for term of two years, and shall not serve for more than three consecutive terms.

**Section 2. Attendance:** In accordance with City Ordinance (Sec. 2-46), City Board members shall maintain an annual attendance record of not less than 75% of all regular meetings of the City Board. The City Board shall review in December, the attendance of members and report to the City Council any noncompliance along with a recommendation for appropriate City Council action. In the event the City Council determines that any person, subject to the requirements of this section, has failed to meet such requirements, the city Council may declare such person's seat vacant.

**Section 3. Special Appointments.** The City Board may appoint temporary, non-voting members to serve at the will of the Board 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 City Board shall be filled in the manner prescribed in Article II, section 2. The member appointed to such vacancy shall serve for the remainder of the term of the member replaced.

**Section 6. Duties.**

## **President**

**Provides leadership to the Library organization and accepts the ultimate responsibility for all activities. Makes a serious commitment to participate actively in the work of the organization.**

**The President shall be the principal executive officer of the Library and shall in general supervise and control all of the business and affairs of the Library. The President shall preside at all meetings of the members. The President may sign, with the Secretary or any other proper officer authorized by the Board of Directors or by these Bylaws or by statute to some other officer or agent. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the City Board.**

1. Presides over all meetings and develops agendas with the Director of Library, who is the official spokesperson in the community.
2. Assists and advises all Officers.
3. Works with the Library Director on long range goals and monitors progress each year.
4. Serves as Ex-Officio member of all committees and attends their meetings when invited.
5. Keeps Library Director informed about all business affairs of the Library.
6. Monitors financial reports.
7. Articulates library's mission and its annual performance.
8. Calls special meetings upon receipt of written requests from 3 members, stating the business to be discussed and transacted.
9. Conducts Elections of New Officers at July meeting.
10. Responsible for job descriptions, orientation and transition of new officers.
11. Works with Friends Program Chair to set Calendar dates for all activities.

## **Secretary**

**Responsible for keeping records of meetings including minutes, sending out meeting announcements, distribution of copies of minutes and agenda, and assuring that records are accurate and safe. Makes a serious commitment to participate actively in the work of the organization.**

**Bylaws of the organization may be changed by a majority of members present at a regular meeting. Secretary must post a 72 hours written notice prior to the meeting.**

**The Secretary shall keep the minutes of the meetings of the City Board; give all notices in accordance with the provisions of these bylaws or as required by law; and in general, perform all duties incident to the offices of Secretary and such other duties as from time to time may be assigned to them by the President.**

1. Attends all meetings.
2. Provides prior notice of meetings to membership.
3. Keeps on-line an updated list of membership names, addresses, phone numbers, and emails. Prints out updated list quarterly if needed.
4. Provides correspondence and acknowledgements and other official written communications for the organization.
5. Ensures minutes are distributed to membership within two weeks following meetings.
6. Makes recommendations to the Board for consideration of By-Law changes. Familiar with By-Laws and has updated copy for review during meetings.
7. Chairs the Nominating Committee that submits a slate of officers for nomination with prior consent of the persons being proposed.

## **Treasurer**

**Is trained and understands financial accounting for non-profit organizations. Makes a serious commitment to participate actively in the work of the organization. All expenditures of over \$200 must be approved by the members of the Operating Board. Expenditures of under \$200 may be approved by the President. (Bylaws)**

**Fiscal year begins on the first day of October and ends on the last day of September each year. (Article VI, Bylaws)**

1. Keeps an organized list of codes for incoming and outgoing monies associated with library activities.
2. Provides comprehensive monthly budget report to Operating Board and Friends for their approval.
3. Schedules annual review and audit of financial policies and procedures of Friends. Reviews annual audit, answers all questions, and follows recommendations of auditors.
4. Files a copy of Treasurer's reports each month and makes file available to members and public. Shall oversee that the reports are kept for review for at least 3 years and 90 days.
5. Chairs a Finance Committee that develops policies and procedures. The committee makes recommendations to the Executive Board and Friends. The Committee reviews the Library's financial activities and budgeting process based on monthly financial reports.
6. Deposits weekly, all money, drafts, and checks in name of and to the credit of the Pottsville Area Public Operating City Board in the bank approved by the membership.
7. Endorses deposits, notes, checks, and drafts received by the organization on a weekly basis.
8. Disperses funds as approved by the Pottsville Area Public Operating City Board.
9. Upon request, provides President and Operating Board an account of all transactions by Pottsville Area Public Operating City Board, and the financial condition of the group.
10. Assists Library Director with grants. Assures that reporting and spending is compatible with grant requirements.
11. Appoints an Assistant Treasurer if needed. (Bylaws)

**Article V**

**Section 1. Management of Funds.** As may be approved by the City Council from time to time, the City Board will have the power to receive and disburse funds within the limitations of appropriations, gifts, and grants, and in connection with projects or undertakings consistent with Article 1, Section 3. Within the same limitation, the City Board may be empowered to contract with any private or public agency the extent required for its proper operations. In due time, the City Board will present its proposed budget to become effective October 1, indicating its anticipated revenues and expenditure, and the

source of its anticipated revenues. The City Board shall keep such records as will enable it to make such reports and accounting and the same will be subject to verification and examination by the Director of Finance and/or auditors of the City.

**Article VI**

**Section 1. Amendments.** These by-laws may be amended by City Council at any regular City Council meeting, upon notice to the Pottsboro Area Public City Operating Board. Also, the Pottsboro Area Public City Operating Board may make amendments for approval by the City Council at any regular City Council meeting.

**Article VII**

**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 decision will be majority vote.

PASSED AND APPROVED this, the \_\_\_\_ day of \_\_\_\_\_.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary