



509 North Main
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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 100: Executive Board Bylaws, Page 1 of 4

Last reviewed/revised: 2016

Executive Board Bylaws

MEETINGS:

1. The regular monthly meeting of the Library Board shall be held at the time determined by the members each year.
2. Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the call for the meeting.

QUORUM:

A quorum for the transaction of Library Board business shall consist of a simple majority of the Board.

OFFICERS:

1. Officers of the Board shall be chosen at the regular September meeting and shall be as follows:
President, Vice President, Treasurer and Secretary.
2. The term of office shall not exceed two consecutive years, with the exception of the Secretary and Treasurer, whose term is unlimited.
3. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President may sign checks and all other documents in the absence of the Treasurer.
4. The Vice President shall preside in the absence of the President, and may sign checks and all other documents in the absence of the President or Treasurer.
5. The Secretary shall keep a true and accurate account of all proceedings of the regular Board meetings, Executive Committee Board meetings, and Executive Session Board meetings.
6. The Treasurer performs fiscal duties as necessary, including monthly review of Petty Cash Expenditures, deposits, and other financial records.
7. Any officer may be elected to the same office after one or more intervening terms.

EXECUTIVE COMMITTEE:

The officers of the Board shall serve as the Executive Committee. They are empowered to speak for the Board on matters between regular meetings. Their decisions are subject to approval or disapproval by the entire Board at the next regular meeting at which a quorum is present.

MEMBERSHIP:

Applications shall be submitted to the Library Director and then reviewed by the Board at the next regular meeting. The Board shall select candidates to recommend to the City Council for appointment. Final selection is made by the City Council. (See Missouri State Statutes.)

COMMITTEES:

Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to the Board, at which time the committee passes out of existence, provided that all Committees make a progress report to the Board at each of the meeting.

ORDER OF BUSINESS:

1. The Director shall prepare an agenda of business for each meeting of the Library Board. In preparing the agenda, the President will be consulted.
2. The agenda of business shall include the following in order:

Action items:

- Approval of minutes of previous meeting
- Approval of monthly expenditures
- Review of monthly financial statements
- All other action items

Reports:

- Service report (biannually)
- Audit report (annually)
- Correspondence

AMENDMENT OF BY-LAWS:

These by-laws may be amended by a unanimous vote at any regular meeting of the Library Board at which the total membership is present. In the absence of a unanimous vote, amendments may be passed and put into force by a 2/3 vote of the total membership at the next regular meeting

REVISION OF POLICIES:

The need for revision of policies will be considered in the spring of even-numbered years.

REVISION OF GOALS AND OBJECTIVES:

The need for revision of the Goals and Objectives document will be on a yearly basis.

RELATIONSHIP WITH FRIENDS AND FOUNDATION BOARD OF THE MARYVILLE PUBLIC LIBRARY

In order to comply with guidelines set by the Internal Revenue Service defining the Second Century Library Fund Foundation as a Type 1 Supporting Organization, the Maryville Public Library Board of Trustees shall appoint the seven members of the Library's Friends and Foundation Board as needed. The Library's Executive Board President and Vice President shall serve as two of the seven members of the Friends of Foundation Board.

General oversight of the Second Century Library Fund Foundation's investment portfolio shall be the responsibility of the Friends and Foundation Board while financial oversight of the Friends Checking Account shall be the responsibility of the Library's Executive Board.

DUTIES OF LIBRARY BOARD MEMBERS:

1. To employ a competent and qualified Director.
2. To determine the purpose of the library and to adopt written policies to govern the operation and program of the library.
3. To determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends.
4. To cooperate in securing adequate funds to carry on the library program.
5. To establish, support, and participate in a planned public relations program.
6. To consult with the Director in his or her preparation of the budget, and give final approval to the document.
7. To know local and state laws and to actively support library legislation in the state and the nation.
8. To establish among the library policies those dealing with book and material selection.
9. To attend all board meetings and see that accurate records of the meetings are kept on file.
10. To become oriented to the library.
11. To be aware of regional, state, and national trustee meetings and workshops, to affiliate (if desired) with appropriate professional organizations and to study library publications.
12. To be aware of the services of the state library.

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Last reviewed/revised: 2016

ATTENDANCE:

If any Board member has been absent from a total of five regular monthly meetings in any twelve-month period or two consecutive meetings without notifying the Director, the Board shall review the case and determine whether or not a recommendation for removal needs to be made. Factors to be taken into account include extenuating circumstances leading to the absenteeism, the ability of the Board to supply a quorum, and the effort of the absent board member to stay informed of library activities and to remain a contributing member. If necessary, a recommendation for removal must be approved by a majority of the Board and submitted to the Maryville City Council.

GOALS AND OBJECTIVES:

At the June meeting, Board members and the Library Director will formulate Goals and Objectives which will be integrated into the budgetary process. These Goals and Objectives will be reviewed at the February meeting.

EVALUATION:

At the January meeting, Board members will evaluate their yearly accomplishments through a review of the above-mentioned duties. Ratings of 3 (excellent), 2 (good) or 1 (marginal) will be given. The Director also participates in this evaluation.



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ADMINISTRATION

Subject 200: Board Calendar, Page 1 of 1

Last reviewed/revised: 2016

Board Calendar

OCTOBER:

Organization of committees

NOVEMBER

Appointments to committees

Assignment of items to committees

DECEMBER

JANUARY

Start the process for the Annual Evaluation of the Director

FEBRUARY

Annual Evaluation of the Director

Goals and Objectives review

MARCH

Policy Revision (every other year)

APRIL

Board self-evaluation

MAY

Nominations for replacements for board members whose terms expire in June

JUNE

Terms expire

Formulate Goals and Objectives for next fiscal year

JULY

Welcome new board members

Start budget process

AUGUST

Appoint nominating committee for election of officers in September

Establish salary schedule for next fiscal year

Approve the budget

SEPTEMBER

Elect officers for next fiscal year



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**Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION**

Subject 300: Goals and Objectives, Page 1 of 1

Last reviewed/revised: 2021

2021-22 Goals and Objectives

<i>Goal</i>	<i>Measurable objectives/Action Steps</i>
<p>1. Champion reading and literacy</p>	<ul style="list-style-type: none"> - Maintain State Standard of 15% of operating budget toward print and digital resources. - Add and promote a Reader's Advisory database and train staff in its use. - Continue youth programming aimed at early literacy skills development and summer reading.
<p>2. Support lifelong learning in the Maryville community in alignment with community needs</p>	<ul style="list-style-type: none"> - Hire part-time adult programming assistant to help host regular learning opportunities for adults. - Complete a community needs assessment regarding adult technology needs, hours of operation, and learning interests. - Promote technology tutoring service and walk-in sessions for adults.
<p>3. Empower individuals in their own creative endeavors</p>	<ul style="list-style-type: none"> - Continue youth programming promoting creative work. - Host Local Author/Artist Event in Dec.
<p>4. Ensure the library operates at the highest possible standards in terms of maintaining adequate and qualified staff, board of directors, and community presence.</p>	<ul style="list-style-type: none"> - Completion of any remaining work on exterior limestone. - Replace caulking around exterior foundation and stairs. - Replace water heater. - Replace dropped ceiling panels where needed. - Consider upgrading phone system. - Increase <i>Printing/Advertising</i> budget to promote awareness of library resources. - Add dental and life insurance benefits for full-time library staff.
<p>5. Adhere to long-term funding goals and control expenses</p>	<ul style="list-style-type: none"> - Completion of a Facility Condition Assessment with help from an architecture/engineering firm to include inspection of the library attic and foundation.



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Subject 400: Recommended Policies, Page 1 of 1

Last reviewed/revised: 2016

Recommended Policies for General Operation of the Library

1. Criticism of library service, the Director, or library staff members which is brought to the attention of a board member shall be reported immediately to the Director. The person making the complaint should submit it in writing. The Board should be apprised of any cases which cannot be resolved by the Director and take whatever action it deems appropriate.
2. Board members, the Director, and the staff shall at all times support each other in all their relations with the public.
3. No Board member shall make any individual decision on library policy, or take individual action on library matters.
4. The circulation records and records identifying the names of library users will be confidential in nature. Library employees shall not make available such records to any individual or to any agency of state, federal, or local government except upon receipt of a subpoena or order (in proper order and showing good cause) authorized under state, federal, or local law relating to civil, criminal legislative investigatory power.
5. No Board member shall release to the public orally or in writing information on matters discussed or actions taken at any closed session of the Board.



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Subject 500: Budget and Financial Procedures,
Page 1 of 2. Last reviewed/revised: 2016

Budget and Financial Procedures

In August each year, the Director is charged with the task of preparing a budget of the Library's estimated expenditures for the ensuing fiscal year. Such budget shall show the unused balance in the treasury and the purpose for which the fund is reserved. The budget will show the sources of anticipated income and a detailed list of proposed expenditures. The proposed items of expenditure shall cover the use of all accumulated balances and expected incomes including the scheduled reserves and restricted funds. The budget shall be submitted to the Library Board for approval. Following approval by the Library Board, the budget shall be shared with the City Council.

The Director shall submit for approval by the Library Board at each of its meetings a complete financial status report showing amounts budgeted and amounts spent to date.

The Director shall be the only authorized purchasing agent for the Library under such rules and instructions as the Library Board may deem necessary.

PURCHASING PROCEDURES FOR ITEMS COSTING MORE THAN \$500

No purchases of more than \$500 for the Library are to be made without prior approval by the Library Board of Trustees or by a majority of Board members. These do not include emergency and immediate need purchases which are defined as purchases required;

- a. to prevent or reduce a disruption of operation at the present or in the immediate future; or
- b. when an unforeseeable, non-recurring situation exists which threatens life, property or severe disruption of operations.

PURCHASING PROCEDURES FOR ITEMS COSTING \$25 OR LESS

For items costing \$50 or less, payment may be made by the Library Director from a petty cash fund. The Director shall make an accounting to the Treasurer each month for all petty cash expenditure for the preceding month.

PAYMENT PROCEDURE

When invoices are received, they are entered into the financial software program. Prior to the monthly Board meeting, checks are written for the accounts payable. A summary of expenses is prepared for Board approval and checks are co-signed following the meeting. The financial statement is prepared by the accountants and available for Board approval at that meeting.

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Section B: EXECUTIVE BOARD BYLAWS, ADMINISTRATION

Subject 500: Budget and Financial Procedures,

Page 2 of 2. Last reviewed/ revised: 2016

FORMAL BID PROCEDURES

For previously budgeted single vendor expenditures estimated to be over \$2,500 in cost, the Director must solicit bids. (Exceptions can be made for orders made for the library's print or electronic collection; utility bills; annual contract payments; expenditures incurred to avoid damage to health, life or library property; or in other circumstances as approved by the Board on a case-by-case basis.)

The Library Director will be responsible for preparing purchase specifications and providing a list of potential vendors or suppliers and submitting them to the Board. Upon approval by the Board, the Director will prepare the invitation to bid and distribute the bid invitation to prospective vendors. Bid invitations will include a bidding schedule, conditions for bidding, and the detailed specifications. A notice of the invitation to bid shall be published on the library's website. The Library Director will receive and publicly open all bids and present all bids received to the Board for possible further action.



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Section B: EXECUTIVE BOARD BYLAWS,
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Subject 501: Gift Policy, Page 1 of 1

Adopted: 2019

Gift Policy

Maryville Public Library welcomes donations of books and other library materials, with the understanding that their use or disposal is subject to the discretion of the Library Director. The Library is not in a position to appraise the value of these gifts, but will issue a receipt to the donor indicating the number of items or a statement such as "Fifty (50) hardback books". The donor must in turn acknowledge that all gifts become the property of the Library.

Historical materials and manuscripts will be accepted by the Library, only if proper provisions can be made for their use.

The Library also welcomes gifts, bequests, and memorials of money, securities, and real estate. These gifts may be accepted as long as there are no restrictions or conditions that would conflict with the current goals and objectives of the Library, which are updated annually and published in the Library's Policy Manual.

Books that are given, as a memorial, should be chosen with the assistance of the Library staff assigned to Collection Development duties. Staff reserves the right to apply the library's selection criteria in deciding if a book should be added to the collection. Money for memorial books or other items shall be spent at the discretion of the library staff in accordance with the collection development policy. All memorial books shall be identified accordingly and shall be shelved with the regular collection. As with all other books or items, once they are no longer of use or no longer in good condition, these books and items may be removed from the collection and disposed of in accordance with the Library's Collection Development Policy (E-100).

All accepted gifts become the property of Maryville Public Library.

The acceptance of any monetary or non-monetary gift does not guarantee its retention as library property in perpetuity.



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Subject 600: Open Records Policy, Page 1 of 1

Last reviewed/revised: 2016

Open Record Policy

LIBRARY POLICY RELATED TO MISSOURI STATE SUNSHINE LAW

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

- 1.** That the acting Maryville Public Library Director be and hereby is appointed custodian of the records of Maryville Public Library and that such custodian is located at 509 N. Main Street, Maryville, MO, 64468.
- 2.** That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
- 3.** That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
- 4.** That it is the public policy of the Maryville Public Library that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
- 5.** That Maryville Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.



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Subject 700: Conflict of Interest, Page 1 of 1

Last reviewed/revised: 2016

Conflict of Interest Policy

Maryville Public Library Board of Trustees members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the library wishes to operate.

An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for that member or for a relative as a result of library business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Trustees as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a member or relative has a significant ownership in a firm with which the Library does business, but also when a member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the firm.

PROCEDURES

1. The Board member is to notify the entire Board of Trustees of any potential conflict of interest during relevant discussion of the issue or decision and prior to any voting on such an issue or decision.
2. A Board member believing they have a conflict of interest should state the conflict of interest directly and withdraw from actions/decisions/or discussion of the issue or pending issue.
3. The President (or Vice-President if the conflict of interest issue directly involves the President) will resolve the issue of conflict of interest prior to any Board decision or actions pertaining to the matter over which a conflict or potential conflict exists.
4. The President or Vice-President may ask for a vote regarding the matter from the non-affected Board members. This session may be held in private with the affected member asked to leave the room during discussion (following the opportunity for the Board to ask questions of the affected Board member in person). The vote would spell out one of the following courses of action:
 - A. Conflict of interest present. Board member resignation is requested.
 - B. Conflict or potential conflict of interest present. Board member asked to abstain from all discussion and voting on the relevant matter.
 - C. No conflict of interest. Board member able to participate fully in relevant discussion and voting.
 - D. The Library Director, though having no voting privileges, is bound by this policy and personnel policies regarding conflict of interest. Any such potential conflict should be revealed to the Board of Trustees prior to discussion or action on Board agenda items.



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Subject 800: Non-Appropriation Clause, Page 1 of 1

Last reviewed/ revised: 2016

Non-Appropriation Clause

In the event sufficient funds shall not be appropriated for the payment of the costs associated with this Contract, and if the Library has no funds legally available for such payment from other sources, then the Library may terminate this Contract at the end of any fiscal year and the Library shall not be obligated to make any payments provided for in this Contract beyond the then current original or renewal fiscal year. The Library agrees to deliver such notice to _____ of such termination at least thirty (30) days prior to the end of the then current original or renewal fiscal year. If this Contract is terminated pursuant to this provision, then the Library agrees to satisfy all sums for professional services completed by _____ prior to the notice of termination.