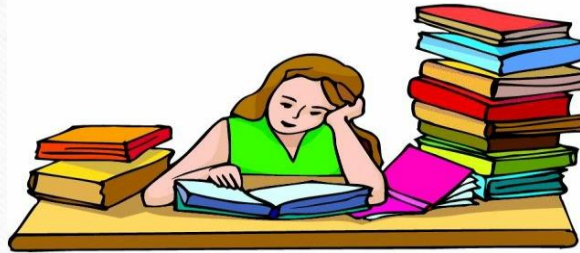




Library Trustees

What are Libraries?

- Public libraries began with educational and inspirational reading.



Now libraries provide:



Key Questions to Ask

- What do you want the community to be?
- How is this different from what you see now?
- What are the challenges for achieving these aspirations?
- What changes are needed to overcome these challenges?

It's not what the Library can do for You it's
what it can do for the Community.

- Be a safe zone for children and adults
- Be welcoming to the Community
- Provide activities for children and even adults
- Nourishment and fitness ties with local health care
- Aesthetically pleasing inside and outside the library

Ideas for Library interacting with Community



What can the Library Board do to help?

- Support the library in their efforts to grow within the community.
- Hire a director who is willing and able to:
 - Make great strides
 - Be the backbone of community support
 - To make adjustments in an ever changing world

Becoming a Library Board Member

- In most cases the board is comprised of appointments. With district libraries boards being elected.
- If a governing body is agreeable, the library board can solicit for new board members and then advance names of interested parties to the governing body with a recommendation.
- They must not already hold an elected office in the relevant municipality.

Representation on Library Board

- Have a diversity of interests
- Have experience or knowledge in a variety of fields
- Represent a cross-section of the community
 - In areas of age
 - In areas of gender
 - In areas in ethnicity
 - Socio-economic levels

Prospective Board Member Should Have

- Imagination, dedication, and vision
- Understands the community and its needs...with its resources
- Knowledge of community's leaders and organizations
- Interest in the library, it's service, and possible growth/improvement
- Knowledge of legal responsibility and authority
- Devote time and effort to board meetings and activities

Prospective Board Member Should Have

- Cooperation with other board members
- Represent the library at meetings and public functions
- Commitment to access to materials, even the controversial issues
- Commitment to confidentiality of patron records
- Know library laws and regulations (federal/state/local)
- Enthusiasm for programs old and new and funding ideas

What is your Library Board Type?

- Fill in with appropriate information

Library Board Officers

K.S.A. 12-1224

- Chair (Chairperson/President)
- Other officers (most board's have Vice-Chair/Vice-Chairperson/Vice-President)
- Secretary
- Treasurer

Library Board Officers

Chairperson

- Draws up agenda for meetings with help of the library director
- Presides at meetings
- Guides discussion
- Ensures coverage of the topics
- Signs all contracts and checks

Library Board Officers

Vice-Chairperson

- In the absence of the Chairperson
 - Presides over meetings
 - Guides discussion
 - Ensures coverage of the topics
 - Sign checks if allowed

Library Board Officers

Secretary

- Record the proceedings of the board meeting to be kept within a minute book
 - This person can take care of all or
 - The Board can designate recording of minutes to a staff person, the staff person will type up minutes for approval by the Library Board Secretary
 - Read minutes at next meeting, unless mailed out before hand, and make corrections as needed and approved
 - Approval will be noted within current board meeting minutes
 - Sign the approved minutes
 - Sign all contracts and checks

Library Board Officers

Treasurer

- Receives all tax funds from the treasurer of the municipality
- Receives all gifts and endowments given to the library
- Be bonded pursuant to K.S.A. 12-1226
- Sign checks if allowed

Library Board Members

The Library Board is voluntary.

Pursuant to K.S.A. 12-1222

Library Board members shall receive no compensation for their services but shall be allowed payment for their actual and necessary expenses in attending meetings and in carrying out their duties as members.

By-Laws

- Cover the basic structure under which a board operates
- Ground rules for meetings
 - Participation (absenteeism and when a member becomes derelict subject to removal)
 - Quorum
 - Voting
 - Discussion
 - Convey how regular and special meetings are structured
 - Rules for executive session
 - Tabling issues

Statutory Powers

- You need to be aware of general legal requirements
- Strive to act within the law
- Seek expert assistance as appropriate

Statutory Powers

- K.S.A. 12-1223
 - The board may contract
 - May acquire, hold, and convey real and personal property in accordance with the law
 - The acquisition or disposition of real property is subject to approval of the governing body (municipality, city council, commission for city, county commission, or township board)
 - The board can sue
 - The board can be sued

Statutory Powers

- K.S.A. 12-1225
 - Make and adopt rules and regulations for running the library
 - With approval of governing body purchase or lease a site or sites and to lease or erect a building(s) for the use of the library (includes a long term lease A.G. Opinion 78-285)
 - To acquire through purchase, gift, or exchange material and equipment deemed necessary for the maintenance and extension of modern library services
 - To employ a librarian and other employees deemed necessary to operate the library and set their salary(ies)

Statutory Powers

- K.S.A. 12-1225
 - Establish and maintain a library(ies) and traveling library service with which a service contract arrangements have been made
 - To contract with other legally established libraries or governing body not maintaining a library to furnish library services to that area or even school
 - To receive, accept, and administer any state or federal grants given for the purpose of aiding or providing library service

Statutory Powers

- K.S.A 12-1225
 - To receive and accept any gift or donation to the library and administer it according to any provision specified
 - To make annual reports to the State Librarian and local governing body with statistical information from the preceding year. (disbursement of funds, information relating to library materials acquired and on hand, number of library users, library services, & other information as needed
 - To place money received for library proposes, from sources other than tax levy, in a separate fund(s), unless otherwise specified by the granter or donor

Possible Liability Areas

- Acting in Excess of Authority:
 - Removing library materials without due process
 - Imposing unpaid extra hours on staff
- Nonfeasance:
 - Failure to post copyright notices
 - Failure to meet contractual obligations

Possible Liability Areas

- Negligence:
 - Unsafe buildings and grounds
 - Failure to supervise funds
- Intentional tort:
 - Libel
 - Assault
 - Improper termination of an employee
 - Theft

Possible Liability Areas

- Acting in contradiction to the law:
 - Authorizing payment of improper expenses
 - Purchasing property without proper bidding
 - Failing to follow pertinent rules for hiring

Possible Liability Areas

- Conflict of Interest:
 - Compensating a board member for doing work for the library
- Incompatibility of Office:
 - A member of the city council may not serve on the library board

Liability Insurance

- Some municipalities, governmental entities (including libraries), are included in insurance coverage.
- Some municipalities might not do this. Check to see if you have coverage through your governing entity and if not then the library will need to purchase this insurance itself.
- Board members as individuals have certain immunities, but the board can be sued as a whole.

A new trustee should meet with the library director to learn how the library is:

- Organized;
- Governed;
- Funded and budgeted;
- Operated day-to-day;
- Structured to serve the needs of the community;
- Linked to other resources and libraries; and
- Related to the board of trustees.

A new trustee should meet the library board chair or other officer to:

- Get a list of board members with full names and contact information;
- Get the meeting locations and schedule;
- Get responsibilities and expectations;
- Get a list of staff, with their position descriptions;
- Get goals of the board and any projects in progress; and
- Get the library accomplishments.

A new trustee should understand and have available to them:

- The functions of the board compared to the director;
- The by-laws of the board;
- Minutes of past board meetings;
- The library's legal basis, finances, physical facilities, policies, collection, and services;
- The library's policy manual;
- The library's strategic plan;
- The library's recent annual report;
- Current statistical reports on circulation and services;
- Current budget and financial reports;
- Information about the community – historic, economic, social, and political aspects;
- Local ordinances and contracts pertaining to the library; and
- State and federal library laws and legislation.

Kansas Legislature

- Senate Map
 - https://www.ksbar.org/page/ks_senate_map
 - Senate Districts – 33, 38, and 39
- House of Representatives Map
 - https://www.ksbar.org/page/ks_house_map
 - House Districts – 115, 117, 118, 122, 124, and 125
- From the Kansas Legislature website: <http://kslegislature.org> you can find your legislator by their name or by address. If you use the address feature it sends you to: <https://openstates.org/>



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National Legislature

- Find Senator or Representative at
- <https://www.govtrack.us/congress/members/map>
- Southwest is within the First and Fourth U.S. Congressional District



Pat Roberts

Senior Senator for Kansas
Since Jan 7, 1997 (Next
Election in 2020)

Republican

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Jerry Moran

Junior Senator for Kansas
Since Jan 5, 2011 (Next
Election in 2022)

Republican

[@JerryMoranOfficial](#)

[Website 202-224-6521](#)



Roger Marshall

Representative for Kansas's
1st congressional district
Since Jan 3, 2017 (Next
Election in 2018)

Republican

[@RepMarshallOfficial](#)

[Website 202-225-2715](#)

