



Library Trustees

Meetings

- Regular meetings time and place shall be stated in library board by-laws.
- The Chair of the Board can call a Special meeting. (K.S.A. 12-1224)
- The majority of the Board can call a Special meeting upon written request. (K.S.A. 12-1243)
- The ex officio is part of the quorum to conduct business.
- The agenda is prepared by the Chairperson and library director.
- The agenda needs to be sent out several days in advance (3 business days prior is good rule of thumb).

Meetings

- Agenda Pattern:
 - Roll call;
 - Minutes of previous meeting;
 - Correspondence and communications;
 - Library director's report;
 - Financial report;
 - Report of standing and special committees;
 - Unfinished business;
 - New business; and
 - Adjournment.

Meetings

- Consent agenda pattern (this can save time):
 - Welcome
 - Consent agenda –
 - Board meeting minutes;
 - Budget committee meeting minutes and report;
 - Planning committee meeting minutes and report;
 - Director's report;
 - Financial report and paying of bills; and
 - Communications.
- Discussion Item
- Unfinished Business
- New Business
- Adjournment

Meetings – Sample that I Know

- Consent agenda pattern:
- Call to order;
- Additions to the agenda;
- Consent agenda –
 - Minutes
 - Financial Report to include listing of Interim Bills
 - Director's Report
 - Communications
- Unfinished business
- New business
- Announcements (next board meeting date)
- Adjournment

Consent Agenda

- Amendments of agenda is where if a board member wishes to discuss something within the consent agenda it can be placed down in the discussion part of the meeting.
- Then after the amendment to the agenda, a motion will need to be made and voted on to approve amended agenda.

Meetings

- Attendance of board members.
 - The trustee by-laws should have a provision on absentee members. If a member is absent from 3 consecutive meetings without valid reason, he/she can be requested to resign from the board.
- The director of the library should be at each meeting unless it is an executive session meeting concerning the director's evaluation and salary consideration.

Meetings

- The members should come prepared.
- The chair should keep things on track and move things along and be fair to all members.
- The members should be civil and considerate to each other.
- Discussion is encouraged, please keep it civil.
- Once a decision is made the board members should follow through in a unified front.

Meetings

- Meetings for library boards are open to the public pursuant to K.S.A. 75-4317 & 75-4318.
- The date, time, and place of the board meeting or agenda shall be given to any person requesting this information.
- Subject to the Kansas Open Meetings Act (KOMA).
- Public has the right to attend, but not the right to be placed on the agenda or speak.

Meetings – Executive Sessions

- Executive Session, K.S.A. 75-4319:
- Must start with an open meeting.
- Make motion and pass to move into executive session (time of entering session, reason for session, and time frame for session).
- If you need to extend an executive session the board must first go back into an open meeting to motion and pass to extend executive session with above requirements again.
- The executive session shall include the board members and who they deem need to be included in the executive session.
- No action can be done in executive session only discussion. (Action can only be taken in an open meeting)

Meetings – Executive Sessions

- Executive Session Continued:
- Topics for executive session –
 - Personnel matters;
 - Consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship;
 - Matters relating to employer/employee negotiations;
 - Confidential data relating to financial affairs or trusts (bids for service); and
 - Preliminary discussion relating to the acquisition of real property.

Meetings – Executive Sessions

- Executive Session continued:
- Minutes should reflect –
 - Motion to go into executive session;
 - Anyone who left executive session during executive session;
and
 - Actions or statement of no action from executive session.

Meetings - Minutes

- Minutes should include:
 - The purpose of meeting (regular/special) can use agenda for this purpose.
 - Complete record of official action taken by the board.
 - Record of adjournment.
 - Making motions:
 - Mr. Jones moved and Mrs. Smith seconded that board authorizes purchase of... Yeas – and list of members/Nays – and list of members. Motion carried or failed.

Meetings - Financials

- Treasurers report should be available for members:
 - Monthly expenditures
 - Current expenditures from each fund
 - Year-to-date expenditures
 - Balances remaining
 - Explanation of any fund transfers.
- Good budget reports help the board know what the library is doing with its resources.
- These reports can be part of the consent agenda.

Kansas Open Records Act (KORA)

- Pursuant to K.S.A. 45-216 & 45-223:
- Records that are open:
- Board minutes;
- Library accounts (financial);
- Library resolutions; and etc.
- These records are to be made available immediately or within 3 working days. If they are not produced within this time limit a written explanation must be given and a timeline and place of when records will be made available.

Kansas Open Records Act (KORA)

- Records that the library board can declare exempt (need policy in place):
- Personnel records, performance ratings, or individually identifiable records pertaining to employees or applicants employment. (You can give out name of employee, job position, salary, and length of service.)
- Identity of a donor that on condition of donation it would be anonymous.
- Library patron and circulation records.
- Public records that contain information of a personal nature which could constitute an unwarranted invasion of privacy.
- Individuals e-mail, cell phone number or other contact information.

Things for a Board to Avoid

- Wandering Board – meetings wander from topic to topic with little action and irrelevant discussion. After a while some members might consider meetings a waste of time.
- Hurried Board – The Board is dominated by wanting to get done on time. Important discussion that needs to be done are truncated and decisions that aren't the best for the library could be made.
- Rubber Stamp Board – The Board just takes everything that the director and staff say as correct with little discussion and approve things by say of director and staff.

Things for a Board to Avoid

- Micro-Managing Board – The library board is an oversight entity and doesn't need to be involved with management, unless it is a grievous error and needs to be discussed. *Let the director and staff do the day-to-day management. This will breakdown the relationship between the board and director/staff.*
- Antagonistic Board – Board members are not courteous and do not accept final motions that are correctly passed. A Member publicly criticizes policies and priorities that the board has passed by majority vote.
- Absentee Board – Board members constantly miss meetings. The board cannot reach a quorum to do business.

Things for a Board to Consider

- Board functions effectively as a group?
- Board members have clear understanding of its trust & responsibilities?
- The board stays out of administration of library, yet consults with the director on how well the library is doing?
- The board meets consistently with a quorum?
- Individual members have good attendance records?

Things for a Board to Consider

- Does the board have a good relationship with the director and the director concurs?
- The board has made every effort to staff the library well and is competitive in the job market?
- Board accepts assignments on behalf of library?
- The board acts effectively with problems, challenges, and takes advantage of opportunities?
- Has the board/director been successful gaining effective financial support of library?

Things for the Board to Consider

- Board reviews annual plan and policies?
- The board is visible in the community as advocates of library?
- Is the board aware of current issues with Kansas public libraries?
- Is the board visible as a state level advocate for libraries?
- Do board members attend workshops and conferences to enhance skill and knowledge of library board members?

What are we here for?

- Assure adequate materials are available to fulfill the libraries service role;
- The library is an information center for the community and provide access to information systems and services;
- Provide adequate funding for space, staffing, equipment, and materials for library programs and services;
- Have a planning process for community needs for programing and services;
- If possible develop a trust, foundation, endowment to supplement funding;

What are we here for?

- Measure and evaluate effectiveness of programs and services;
- Employ a qualified director and provide for continuing education for director;
- Provide competitive salaries, good work conditions, and continuing education for staff;
- Encourage board and staff to participate in professional associations and activities;
- Ensure that staff numbers are sufficient and trained for their position;

What are we here for?

- Provide adequate space for library materials and for activities;
- Maintain for all citizens' access to library services and information;
- Encourage cooperation with other community organizations, agencies, and institutions;
- Ensure services, programs, materials and facilities are at reasonable cost and do not duplicate any similar activities within jurisdiction; and
- Ensure library cooperates with other information agencies (cities, region, state, worldwide resource sharing/internet)

Board Agreements

- Conflict of interest statement agreements signed and kept on file.
- If a conflict of interest presents itself the member cannot vote on that particular motion.
- Loyalty oath K.S.A. 75-4308 board and employees to sign a loyalty oath set forth in K.S.A. 54-106.
- Oath should be notarized and kept on file.
- This arises with upholding the U.S. Constitution – most notably when dealing with censorship of library material by groups or individuals.

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



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