BONNER SPRINGS CITY LIBRARY
BOARD OF TRUSTEES
BY-LAWS

ARTICLE I: This organization shall be called "The Board of Trustees of the Bonner Springs City Library, "existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II:

- Mission: The Bonner Springs City Library is a dynamic community resource that provides opportunities for people of all ages to learn, think and grow.
- Vision: Our community will choose the Bonner Springs City Library as the welcoming gateway to fulfill educational, informational and cultural needs.

ARTICLE III: The service area of this public library includes the city limits of Bonner Springs and Edwardsville.

ARTICLE IV: The officers of this Board shall consist of a chair, a vice-chair, a secretary and a treasurer, whose duties shall be those usually pertaining to these officers. They shall be elected at the annual meeting or serve until their successors are elected. The Treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).

ARTICLE V: The regular meetings shall be held monthly on the second Thursday of each month at 5:30 p.m., unless otherwise ordered by the Board. The regular meeting in May shall be the annual meeting. Unless waived, written notice of each regular meeting shall be sent to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the chair. Special meetings shall be called at any time by the Chairman or at the written request of a majority of the members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

ARTICLE VI: The Board of Trustees of the Bonner Springs City Library is a seven member board appointed by the Mayor of the City of Bonner Springs and approved by the Bonner Springs City Council. Terms are for the duration of four years. Any trustee may serve two consecutive full terms. A person appointed to serve out an un-expired term is eligible to be appointed for two more full terms. Trustees who have served two consecutive terms shall not be appointed for another term until one year after the end of the second term served. The Mayor shall serve as an ex-officio member of the Board with the same powers as appointed members (K.S.A. 12-1222). In addition, a representative from the Wyandotte County Library Board shall hold a non-voting position with the Bonner Springs City Library Board of Trustees.

ARTICLE VII: Five members shall constitute a quorum for the transaction of business. In the absence of the chair and vice-chair of the Board, the members present shall elect a temporary chair. Members with more than two unexcused absences from meetings will be considered inactive and informed in writing that a replacement appointment to the board will be sought.

The law specifies that only certain subjects may be discussed during the closed meeting or an executive session. Those which apply to libraries include: 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; and preliminary discussion relating to the acquisition of real property.

ARTICLE VIII: At the annual meeting or at the first regular meeting thereafter, the following standing committees shall be appointed by the chair and confirmed by the Board:

Policy Committee
Personnel Committee
Budget Committee
Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. The Board President shall serve as the chair.

There also shall be such special committees as may be required. They shall be appointed by the chair of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE IX: The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

ARTICLE X: To prevent conflicts of interest, Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Bonner Springs City Library in which they have a direct or indirect financial interest.

A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE XI: The Board shall select a library director who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library's policy manual as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the library director by the Board of Directors. The library director shall attend all regular and special board meetings and shall have no vote.

ARTICLE XII: These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

ARTICLE XIII: Robert's Rules of Order, Newly Revised, shall govern the proceedings of the board.

Last amended June 16, 2025