

**BY-LAWS  
FOR THE  
PEA RIDGE COMMUNITY LIBRARY**

**ARTICLE I**

**TITLE**

The title of this organization is Pea Ridge Community Library. Its location shall be in the City of Pea Ridge, in the County of Benton, State of Arkansas, at a place to be designated as needs dictate.

**ARTICLE II**

**BOARD OF TRUSTEES**

**Section 1.** The property, business and affairs of the library shall be governed by a Board of Trustees. Said Board of Trustees shall consist of no fewer than five (5), but no more than seven (7), trustees chosen from the citizens at large and they shall provide reference to their fitness for such office. Said Trustees shall receive no compensation for their services and shall, before entering upon the duties of their office, make oath or affirmation before some judicial officer to discharge the duties enjoined on them.

**Section 2. Terms of office; Vacancies.** Two trustees shall hold office for two years, two for four years, and one for six year from the first day of January following their appointment in each case. At the first meeting they shall cast lots for their respective terms, reporting the result of such lot to the city council. All subsequent terms shall be for five years. The removal of any trustee permanently from the city, or his/her absence for four consecutive meetings of the board, without due explanation of absence, shall render their office as trustee as vacant. Vacancies on the board shall be filled by the mayor with approval of the city council and upon recommendation of the remaining trustees.

**Section 3. Organization.** The Trustees, annually, shall elect one of their number as chairman and elect such officers as they may deem necessary from time to time. They shall make and adopt such by-laws, rules and regulations for their own guidance as they see fit. Minutes, budgets, and reports as filed are to be kept by the secretary or at the front desk of the library and are available to any patron desiring to see them.

**Section 4. Meetings.** The Board of Trustees shall meet once a quarter for the transaction of such business as may be necessary. Special meetings may be called by the chairman as needed. Each board member shall be notified prior to each meeting. Three members of the board shall constitute a quorum. Each member of the board shall have one vote, with the exception of the chairman, who shall vote only in the case of a tie. The librarian will make a report of the financial standing of the library at each meeting of the board.

In the event of an emergency, when there is no time to gather for a formal meeting, the chairman may send out an electronic communication to all trustees with matters in which to vote on. After all votes have been cast the secretary will then preserve the electronic communication in order for the board's decision to be formally added into the minutes at the next meeting.

A meeting shall be held to hear annual reports and to attend to any other matters of the library program. This annual meeting may be combined with a regular meeting.

The agenda will be presented by the chairman at each regular meeting, after conference with the librarian, so that urgent matters may have first consideration. The agenda shall follow the following order as far as practicable:

- I. Call to order. Determine if quota is present.
- II. Minutes of previous meeting.
- III. Librarian's report.
- IV. Unfinished business.
- V. New business.
- VI. Adjournment.

Topics which should be taken under consideration from time to time are:

- a) Budget and Finance. The budget formula is read at each annual meeting and revised as often as deemed necessary by the board.
- b) Buildings, equipment, & technology
- c) Extension of library services.
- d) Policies.
- e) Personnel.
- f) State and Federal regulations.
- g) Public relations.

#### **Section 5. Powers.**

- (a) The board of trustees will serve as the liaison agent between the library and governmental officials. Its members will advise the librarian of needs of the community and will explain the library and its services to the public.
- (b) The board will adopt policies, rules, and regulations under which the library services are to be provided.
- (c) All money received for library purposes, whether by taxation or otherwise, shall belong to and be designated as the library fund, and shall be paid into the city treasury, and kept separate and apart from other funds of such city, and be drawn upon by the librarian and proper officers of the said library with properly authenticated invoices.
- (d) The board of trustees shall have exclusive control of the expenditures of all moneys collected to the credit of the library fund, and of the construction of any library building, and the supervision, care and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose.
- (e) The board shall have the power to purchase or lease ground, or to purchase, lease, erect, and occupy any appropriate building or buildings for the use of said library. When a building erected or purchased by the board is not adapted to its purpose or need, the board may remodel or reconstruct such building. Said board may also sell or otherwise dispose of any real or personal library property that it deems no longer necessary or useful for library purposes.
- (f) In addition to recommending a librarian to be appointed, subject to the mayor's approval, the board shall have the power to recommend the appointment of necessary assistants and other members of staff, basing their appointment on the recommendation of the librarian. The board may also make recommendations of dismissals to the librarian regarding library staff.
- (g) The Board of Trustees shall have the power to appoint a Technology Director based on qualification of education, training, experience and personality. Said individual shall serve at the will of the board and librarian by providing the following guidance and services: best use of existing technology; technology purchases; technology planning; and regular patron and staff computer maintenance. For the provided services, the Technology Director shall receive a compensation set by the library Board of Trustees with properly authenticated invoices approved by the city bookkeeper.

## REPORTS

**Section 1.** The board of trustees shall present a report of the condition of the trust to the to the city council at the end of each fiscal year. This report may be provided by the librarian and shall be verified under oath by the secretary or some responsible person. It shall contain (1) and itemized statement of the various sums of money received from the library fund and other sources; (2) a statement of the number of books and periodicals available for use, and the number and character thereof circulated; (3) a statement of the real and personal property received by devise, bequest, purchase, gift, or otherwise; (4) a statement of the character of any extension of library services which may have been undertaken; (5) a statement of the financial requirements of the library for the ensuing year; (6) any other statistics, information or suggestions that might be of interest. A copy of this report shall be filed with the Arkansas Library Commission.

**Section 2.** Financial reports shall be presented at each board meeting. An annual financial report shall be provided to the city council or from time to time at their request.

## FINANCES

**Section 1. Budgets.** All budgets are to be prepared by the library board with the advice and cooperation of the secretary and/or treasurer of the board, city treasurer, and librarian. The board will submit a proposed budget for the upcoming year at the request of the city council.

**Section 2. Invoices.** Bills shall be paid by the city bookkeeper by check with proper authenticated invoices from the librarian or member of the board duly authorized to make such invoices.

**Section 3. Petty Cash.** Petty cash, which is money received from fines, payment for lost/damaged circulation items, etc., shall be totaled on a monthly basis and given to city bookkeeper to have deposited into the library fund. The librarian will use said funds for books, supplies, or other library needs.

## LIBRARIAN

**Section 1. Appointment and Qualification.** The board of trustees shall recommend a librarian, subject to Mayor's approval, to be appointed based on qualification of education, training, experience and personality and said librarian shall serve at the will of the board.

**Section 2. Duties.** The Librarian shall:

- a) Attend all meetings of the board of trustees and present reports which give the board information on all pertinent matters and make recommendations for changes in policies or personnel.
- b) Supervise budgeting, event planning, personnel and volunteers.
- c) Ensure that the library is properly staffed at all times.
- d) Oversee contracts for library services, materials and equipment.
- e) Present expenses over \$1,000.00 for the board's approval and recommend any necessary changes in budget.
- f) Write, or oversee the writing of, proposals for research or project grants.
- g) Draft strategic objectives and present to the board of trustees for approval.
- h) Execute the policies of the board of trustees and observe state and federal laws.
- i) Attend regional, state, and national meetings as the board of trustees deems permissible.
- j) Serve as the library's liaison for the non-profit organization, Friends of the Pea Ridge Community Library.

- k) Serve as secretary of the board of trustees when the current elected trustee is absent, but in any event shall have no vote in matters before the board.

## **PATRONS**

The library will serve all residents of its community and the surrounding area.

The use of the library and its services may be denied for due cause. Such causes may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

## **GIFTS AND DONATIONS**

Within the provisions of the state laws, the board of trustees adopts the following policies:

- a) Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition she deems advisable.
- b) Gifts of money, real property, and /or stock will be accepted if conditions attached thereto are acceptable to the board of trustees and to the city council.
- c) Personal property, art objects, portraits, antiques, and other museum objects will not be accepted unless otherwise requested by the librarian with approval from the library board. They may also be accepted for the purpose of resale in order to raise funds for the operation of the library.
- d) The library will not accept conditional donations of personal property. All donations of personal property are unconditional, and may be use for library purposes at the discretion of the librarian.

## **AMENDMENT OF BY-LAWS**

These by-laws may be altered, amended, or repealed and new by-laws adopted at any regular or special meeting of the board of trustees of the library by a majority vote of the trustees present, either in person or by proxy. Provided, however, that all members of the board of trustees shall be given specific notice of any meeting at which such by-laws are to be amended, repealed, or adopted.