

THE LIBRARY CENTER OF THE OZARKS

BOARD OF TRUSTEES BYLAWS

ARTICLE I

MEETINGS

Section I. The Branson Hollister Library Subdistrict shall be known as The Library Center of the Ozarks.

Section 2. The regular monthly meeting of the Library Center of the Ozarks Board of Trustees shall be held the third Tuesday of each month. A change of the regular meeting time shall occur by majority vote of Trustees. Meeting changes, or special meetings, shall have public notice published as soon as practicable at the physical library location and via website posting, as in Section V below.

Section II. Regular meetings will be held in person at 200 South 4th Street, Branson Missouri. Trustees who cannot attend in person may join via an online link and shall remain visible for the length of the meeting, when possible. Special meetings, when necessary, shall include an online attendance option. All such meetings shall remain optional to the public.

Section III. Regular and special meetings of the Board of Trustees may be held electronically. If a meeting is held electronically, a link to the meeting will be made available to Trustees and the public on the Library Center of the Ozarks' website.

Section IV. In accordance with Missouri law, announcements of meetings shall be posted to a public notice board at the Library, 200 South 4th Street, Branson Missouri and the website (www.taneycountylibrary.org) at least 24 hours in advance of each meeting.

Section V. Special meetings may be called by a Trustee of The Library Center of the Ozarks Board for the transaction of business stated in the call for the meeting. The President or Vice-President shall be requested to issue a 24-hour notice to Trustees and Library Director for special meetings. Notice and agenda for special meetings shall be posted to the public notice board at 200 South 4th Street, Branson Missouri and www.taneycountylibrary.org

Section VI. The Library Director shall be present at all board meetings, except closed sessions of the Board of Trustees, unless the Director's presence is necessary for the topic of discussion regarding personnel issues, legal issues, or real estate needs if qualified for closed session.

Section VII. Except as otherwise stated by law, The Library Center of the Ozarks Board of Trustees meetings shall be open to the public. All public records of the Board of Trustees shall be open to the public for inspection at all reasonable times and as permitted by Missouri law. The public may request records through the website, in writing via USPS, or in person to the Library Director. All requests will be governed by Chapter 610, et seq. of the Revised Statutes of the State of Missouri.

Regarding meeting notifications, maintenance of public records, etc., the Board of Trustee adheres to the instructions contained in Chapter 610.021 of the Revised Statutes of Missouri.

Approved 11.29.2023

Amended and Approved 7.16.2024

ARTICLE II

OFFICERS

Section I. Officers of The Library Center of the Ozarks Board of Trustees shall be elected for the following year at the first meeting in July. Such officers shall be President, Vice-President, Secretary and Treasurer.

Section II. The President of The Library Center of the Ozarks Board of Trustees shall preside at meetings, appoint special committees as needed and authorize calls for any special meetings.

Section III. The Vice-President of The Library Center of the Ozarks Board of Trustees shall assume the duties of the President in the latter's absence.

Section IV. In the absence of both the President and the Vice-President, the members present shall select a President Pro-temp.

Section V. The Secretary of The Library Center of the Ozarks Board of Trustees shall keep a true and accurate account of all board meeting proceedings and shall ensure the custody of the minutes of the board. The secretary will ensure minutes and other identified records are maintained to the Library Center of the Ozarks website.

Section VI. The Treasurer of The Library Center of the Ozarks Board of Trustees shall be the official custodian of all monies of the library district.

ARTICLE III

TRUSTEES

Section I. The Library Center of the Ozarks Trustees shall make recommendations to the Taney County Commission, the governing body, for appointment and reappointment of members to the library board to represent all Library sub-district residents. The board shall review names of potential members for interests and area of residence before presentation to the County Commission. The Board will be comprised of two (2) Hollister and three (3) Branson sub-district residents.

Section II. Trustees shall be registered Taney County voters and residents of the library sub-district. none shall be elected county officials, according to RsMO 182.050

Section III. Trustees who vacate office prior to their term will present notice in writing to the President. Notice shall be made to the Taney County Commission and the Board of Trustees shall present a slate of sub-district residents for consideration.

Section IV. When a Trustee is appointed in the middle of a term, the new appointee shall complete the term of the vacated seat.

ARTICLE IV

QUORUM

Section I. A quorum for the transaction of library board business shall consist of a simple majority of the board.

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Section II. Failure to attend three consecutive regularly scheduled meetings may result in that member's removal from the board of Trustees by a vote of all Trustees.

ARTICLE V

COMMITTEES

Section III. Special or ad hoc committees may be appointed to serve until a final report is made by the committee to Trustees, at which time the committee is dissolved. Any committee shall be made up of at least one board member and may include members of the general public at large, or other persons who may be able to provide insight into the committee's task. Committee reports shall be submitted, in writing, and kept as part of the public records of the Library.

Section IV. An annual Budget Committee consisting of the Library Director and two independent members, chaired by the Treasurer, will be appointed by the President. The committee will present a proposed budget no less than four (4) weeks prior to stated deadlines for approval by the Board of Trustees.

ARTICLE VI

ORDER OF BUSINESS

Section I. The President shall be held responsible for preparing an agenda for the Library Center Board of Trustees meetings.

Section II. The agenda of business shall always include the following items:

- Roll Call
- Minutes
- Visitor Comments
- Treasurers Report
- Library Director's Updates
- Old Business
- New Business
- Committee Reports
- For the Good of the Order
- Adjournment

Section III. Visitor comments will be welcomed at regular meetings. The Board of Trustees will reserve 15 minutes at the beginning of all meetings for public comments. Comments will be limited to three (3) minutes per person and cannot be "passed" to others, such that no one person shall be provided greater than a three (3) minute period at any one meeting. Individuals wishing to speak will be required to sign in prior to the start of the meeting and will state their name and home address on opening comments. Threats of violence or harm shall be deemed as out of order. Any person participating in such comments

shall adhere to the time limit out of respect for others. Failure to do so, or the making of threats of violence or harm, may result in removal from the meeting.

Section IV. Public comments will be omitted from the agenda when meetings cannot be held in-person.

ARTICLE VI

AMENDMENT OF BY-LAWS

Section I. These By-Laws can be amended at any regular meeting of the Taney County Library Board of Trustees by a majority vote of the Board, provided the amendment has been submitted in writing at the previous regular meeting.

ARTICLE VII

Section I. Robert's Rules of Order shall apply where they are not inconsistent with By-Laws.

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