

BYLAWS

Clinton County Library District Board of Trustees

Clinton County, Missouri

ARTICLE I. NAME

The organization shall be known as the Board of Trustees of the Clinton County Library.

ARTICLE II. PURPOSES AND POWERS

The Board of Trustees exists by the virtue of the provisions of Chapter 182 of the Laws of the State of Missouri, and is authorized to exercise the powers and assume the responsibilities delegated to it under the said statute.

The object of this Board shall be to provide materials to the residents of Clinton County's Library District for educational and entertainment purposes. Once a library tax levy has been approved by the voters, the materials of the Library shall be made available without charge to all who pay property taxes within the Clinton County Library District, which does not include those in the City of Cameron, Missouri Library District. Non-residents shall pay a membership fee in an amount established by this board annually..

ARTICLE III. BOARD MEMBERSHIP

The Clinton County Library District, established by appointment of the Clinton County Commissioners on October 10, 2024, per Section 182.015 of the Revised Statutes of Missouri, covering all areas of the county except the city limits of Cameron as they already have a library district, shall be governed by a Board of Trustees

Section 1. Number and qualification. The Board of Trustees shall consist of five members who are residents of Clinton County's library district, none of whom shall be elected county officials.

Section 2. Appointment and term of office. Trustees are appointed by the Clinton County Commission to terms of four years each, except that as to the members of the first board, two shall be appointed for one year, and one each shall be appointed for two years, three years, and four years, respectively, from the first day of July following their appointment, and annually thereafter before the first day of July the county commission shall appoint successors.

Initial Board of Trustees Member Terms

1-year term: 10/10/2024 - 6/30/2026 3-year term: 10/10/2024 - 6/30/2028

2-year term: 10/10/2024 - 6/30/2027 4-year term: 10/10/2024 - 6/30/2029

Board members may serve two consecutive four-year terms with reappointment permissible after one year has elapsed, unless otherwise appointed by the commissioners.

Section 3. Vote. Each member of the Board of Trustees shall be entitled to one vote and any act of a majority of the directors present and voting at a meeting shall constitute the action of the Board. Proxies will not be permitted.

Section 4. Vacancies. Vacancies on the Board occasioned by removal, resignation, or otherwise shall be reported to the County Commission and shall be filled in the same manner as original appointments, except that if the vacancy is in an unexpired term, the appointment shall be made for only the unexpired portion of that term.

Section 5. Removal of Trustees. The Clinton County Commission may remove any member from the Board of Trustees for misconduct or neglect of duties. A Board member who misses three or more consecutive meetings without prior notification is considered neglect of duties.

Section 6. Trustee Obligations and Responsibilities. The Board of Trustees shall be the governing body of the Clinton County Library and is its principal policy-making body.

The Board of Trustees shall have the power to:

- a. Establish the library's mission and the goal and objectives, programs, and activities necessary to fulfill that mission;
- b. Determine and adopt written policies necessary for the governance and operation of the library;
- c. Control, manage, and care for all real and personal property of the library;
- d. Determine the amount and sources of funds necessary to operate the library and its programs. Prepare and approve a budget based on need and available funding;
- e. Disburse funds in accordance with the approved budget and any other legal authorization;
- f. Employ a competent and qualified library director;
- g. Contract with other public or governmental libraries or other public bodies when it is determined that library service can best be provided by contracting with another entity.

Section 7. Compensation of Trustees. No member of the Board of Trustees shall receive compensation for serving as such. No person shall be employed by the board of library

trustees or by the librarian who is related within the fourth degree by blood or by marriage to any trustee of the board.

Section 8. Conflict of Interest. A conflict of interest exists with respect to a given matter if a member of the Board of Trustees or any committee has a financial or fiduciary interest in an organization or person that would be affected by the action of the Board of Trustees. No member shall act upon or decide any matter with respect to which he or she has a conflict of interest. Anyone who believes that he or she has a conflict of interest on any matter should announce to the Board of Trustees the existence of the conflict of interest prior to entering into any discussion on the matter and should abstain from voting on the matter.

ARTICLE IV. MEETINGS

The meetings of the Board of Trustees are governed by the laws pertaining to open meetings as provided under Chapter 610 of the Revised Statutes of the State of Missouri.

Section 1. Types of Meetings. There shall be two types of meetings of the Board of Trustees: regular and special. The Board of Trustees shall hold a regularly scheduled meeting each month at a location and time convenient for the public, board members, and library staff. A special meeting may be called by the President, or at the request of any two Board members.

Section 2. Quorum. At all meetings of the Board of Trustees, the presence in person of a simple majority of the total appointed Board of Trustees shall constitute a quorum for the transaction of business. If a meeting cannot be organized because a quorum has not been formed, those present may adjourn the meeting to such other time and place as they may determine.

Section 3. Parliamentary Rules. Except as otherwise provided by statute or the bylaws, all proceedings of the Board of Trustees may be governed by the latest edition of Roberts Rules of Order (revised), with the discretion of the presiding officer.

Section 4. Participation Methods. One or more Board members may participate in a meeting of the Clinton County Library Board of Trustees, or of a Committee of the Board, by means of a conference telephone, online audio/video platform, or similar communications equipment. When Board members participate remotely, accommodations must be made to allow the public to observe or participate in the meeting by posting the online meeting link on the Library's website. All members participating by means of conference telephone, online audio/video platform, or similar communications equipment shall be deemed present at the meeting.

ARTICLE V – OFFICERS

Section 1. The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.

Section 2. Manner of Election and Term of Office. Each officer shall be elected by a majority vote of the Board of Trustees at the initial organizing and, thereafter, the July meeting of the Board of Trustees and shall hold office for one year unless reelected for another term. Officers shall assume responsibility of the office at the beginning of the August meeting.

Section 3. Vacancies. Any vacancies shall be filled at any regular or special meeting.

Section 4. President. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, and generally perform all duties associated with that office.

Section 5. Vice-President. The Vice-President shall assist the president and shall, in the absence of the president, perform the duties and exercise the powers of the president. The Vice-President shall also perform such other duties as may be required by the Board of Trustees or the President.

Section 6. Secretary. The Secretary shall be responsible to keep or cause to be kept a full and complete record of the proceedings of meetings of the Board of Trustees. The Secretary may delegate the recordkeeping to appropriate staff members of the Library. The Secretary shall also perform such other duties as may be required by the Board of Trustees or the President.

Section 7. Treasurer. The Treasurer shall have general supervision over the care and custody of all monies of the Library, received and disbursed. The Treasurer shall be the principal officer in charge of financial matters and shall see that an account of all transactions and reports as to the financial position and operation of the Library is provided. The Treasurer shall also perform such other duties as may be required by the Board of Trustees or the President.

Section 8. Resignation and Removal. Any officer may resign at any time by giving notice in writing to the Board of Trustees. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Removal of a Board officer for neglect or misconduct must be accepted by a simple majority vote of the Board.

ARTICLE VI. COMMITTEES

The President shall appoint such standing or temporary committees as he or she may deem advisable.

ARTICLE VII. FINANCES

The fiscal year of the Clinton County Library shall begin on January 1 and extend through December 31 of the same year.

Disbursement shall be made upon vouchers duly authenticated and signed by the Treasurer and one other officer of the Board. All officers may be authorized to sign checks in payment of debts of the Library. Two signatures are required for all disbursements of funds and one signature is required for transfers of funds between existing accounts of the Library.

The Board is authorized to receive gifts, bequests, and donations of money and other assets, both for current and capital expenditures of the Library.

ARTICLE VIII. LIBRARY DIRECTOR

The Board shall appoint as Director a duly qualified and competent individual who has had professional training and experience. The Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of temporary and permanent facilities, property, collection, and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and, for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall prepare monthly, quarterly, and annual financial and operations reports required by the Board of Trustees and by the Missouri State Library. The Director shall attend all Board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE IX. AMENDMENTS

The Bylaws may be amended at any regular or special meeting of the Board by the affirmative vote of a majority of the members of the Board. The proposed amendment should be read at one meeting preceding the vote thereon. A review of the Bylaws will occur every three years or as necessary.

SECRETARY'S CERTIFICATE OF ADOPTION OF BYLAWS

I HEREBY CERTIFY THAT I AM THE DULY ELECTED AND ACTING SECRETARY OF THE CLINTON COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES, and that the foregoing

Bylaws, constitute the Bylaws of said organization as duly adopted at a meeting of the Board of Trustees thereof held on the 11th day of February, 2025.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 11th day of February 2025.

Jennifer E. Howerton
Jennifer Howerton
Secretary