

Antlers Public Library Board
Bylaws
Article 1: Name

- Section 1.** The organization’s legal name shall be Antlers Public Library Board (hereinafter referred to as the Board), as it was established by the Antlers City Codes Chapter 17, Article 3 on January 2, 1973.
- Section 2.** Mission Statement: The Mission of the Board is to provide free public library service to the residents of Pushmataha County and promote universal access to a broad range of knowledge, experience, information, and ideas in a welcoming and supportive environment. This includes ensuring the continued funding for the operation and maintenance of the Antlers Public Library.
- Section 3.** Adoption Of Bylaws. These Bylaws adopted by the Board are the governing documents of the Board. These Bylaws remain binding and enforceable only to the extent that they do not conflict with any State Law (including but not limited to the Open Meetings Act) or Antlers City Code. No rules of order or standing rules can be enforced if they conflict with these Bylaws. The Board has adopted these Bylaws on 2-7-2023 by a majority vote.
- The Board approved a modification of these Bylaws on 07/02/24 by a majority vote.

Article 2: Purpose

Section 1. The Board shall be recognized as the necessary governing body of the library inventory, staff, and budget. It shall be empowered to carry out all actions deemed necessary for the maintenance and operation of the Antlers Public Library and its staff.

Section 2. The Board shall review for approval all proposed general policies, including but not limited to:

- operate and maintain a system and adopt the necessary rules and regulations
- appoint a librarian and staff
- apply, contract, receive, and take advantage of funds that may be available
- accept or decline donations
- approve and administer the expenditure of the funds received from appropriations, gifts, and grants
- oversight and right of appeal to any procedures

Article 3: Membership

- Section 1.** The Board shall consist of a minimum of five (5) members and shall not exceed seven (7) members, each of whom must be a resident of Pushmataha County. The Mayor, with the approval of the Antlers City Council, appoints members.
- A. Every member will be given a list of expectations for service on the Board.
 - B. Each member may serve unlimited consecutive terms of three (3) years, which shall expire on June 30th.
 - C. The Board shall approve each consecutive three (3) year term before submission to the Antlers City Council for a final vote.
- Section 2.** Failure by any Board Member to attend three (3) consecutive, regularly scheduled meetings without a valid reason and without prior notification to the Chair, Vice-Chair, or Secretary/Treasurer, shall be considered negligent of duty, upon which the Board may declare the position vacant. Prior notification can be submitted via telephone, voice mail, e-mail, fax, or text prior to the Call to Order. Should any Board Member fail to attend five (5) consecutive Board Meetings without proper Board notification, termination shall be mandatory. During roll call, an absent member is to be marked as either “Notified” or “DNN” (Did Not Notify).
- Section 3.** The Board may declare a vacancy in a regular meeting or by the call of a special meeting at any time the membership drops below the minimum number of (5) members. Any meeting held while the Board membership is below the five (5) member minimum should be acknowledged in the Minutes so the Board may continue to meet and function while seeking a replacement member.
- Newly elected officers are not required to wait until the following July Board meeting to assume their elected position; they may assume responsibilities at the next regular Board Meeting.

Article 4: Meetings

Section 1. The Board's regularly scheduled meeting shall be held on the first Tuesday of each month (unless otherwise posted) at 5:00 PM or at such other time as the Board may determine. The meeting place shall be in the Antlers Public Library Community Room, but the location may be changed if needed due to availability or if the Board desires. The Secretary/Treasurer will provide an annual calendar of meeting dates to the City's Clerk-Treasurer by December 15. Regularly scheduled meeting agendas will be publicly posted on the library's front door 24 hours before the meeting.

Section 2. Special meetings may be called by the Chair or by a Board Member's request with the Chair's approval. All meetings shall adhere to the Oklahoma Open Meetings Act Title 25 Oklahoma Statutes § 304.2 (Paragraph 2)

Section 3. Parliamentary Authority. Robert's Rules of Order, also known as Robert's Rules, outline the procedures to conduct orderly parliamentary meetings and consider the rights of:

- The majority
- The minority (especially if bigger than a third)
- Individual members
- Absentee members
- All groups together

Board members should familiarize themselves with Robert's Rules.

Section 4. Teleconference/Electronic Board Member Attendance: If a Board member cannot physically attend a regularly scheduled meeting, they can participate by speakerphone or video chat. This consists of an in-person meeting with a speakerphone in the meeting room for those who can't attend.

Teleconference/Electronic Board Member Attendance shall be considered the equivalent of in-person attendance as it pertains to attendance, voting, motions, or other Board business and responsibilities.

Section 5. Executive Sessions: Must be contained in an open meeting agenda. There must be a motion and a second to convene in an executive session. All non-members must leave the room unless otherwise invited until the board votes to

end the session. Minutes for the executive meeting will be sealed and stored separately from open meeting minutes. Only board members shall have access to executive session minutes. The beginning and end of session time will be documented.

Article 5: Officers and Members

- Section 1.** The Officers of this organization shall be as follows: Chair, Vice-Chair, Secretary/Treasurer.
- Section 2.** Remuneration: No remuneration or compensation will be provided to officers or members other than reasonable expenses necessary to conduct business on behalf of the Board. All expenses incurred by officers or members must be reviewed and approved by the Board before compensation is made.
- Section 3.** Member Liability: Each Board Member is required, individually and collectively, to act in good faith, with reasonable and prudent care, and in the best interest of the Board. If a Member acts in good faith and in a manner that is reasonably in line with the best interests of the Board as determined by a reasonably prudent person situated in similar circumstances, then they shall be immune from liability arising from official acts on behalf of the Board. Members who fail to comply with this section of these Bylaws shall be personally liable to the Board for any improper acts as described in these Bylaws.
- Section 4.** Removal and Resignation of Officers: Any officer or member may be removed by the Board by majority vote at any time, with or without cause. Any officer or member may resign at any time by giving written notice to the Board, the Chair, or the Secretary/Treasurer. Any such resignation shall take effect upon receipt of such notice or at any later time specified in the notice; the acceptance of such resignation shall not be necessary to make it effective.
- Section 5.** Nomination and Election of Officers: Nomination and Election of Officers shall be presented in July at the regular Board meeting. The Board shall nominate Board members as possible candidates for office. Nominated Board members may be voted in with a majority vote upon acceptance of the nomination. Officers may be elected for a one (1) year term if the member's tenure allows.
- Newly elected officers shall assume their duties at the next board meeting following the election.
- If an officer cannot fulfill their duties, officer reorganization may occur upon being added to the following meeting agenda.

Section 6. Duties of Officers

The Chair of the Board shall preside at all meetings, authorize calls for special meetings, perform all presiding officer duties, and sit Ex Officio with any sub-committee. The Chair will act as a liaison for the Antlers Public Library to the Antlers City Officials regarding the operation and maintenance of the Antlers Public Library. The Chair will sign off on financial documents in the absence of the Secretary/Treasurer. The Chair will annually conduct a personnel performance review of the library director in March in an executive session. A verbal review consisting of the status of goals and changes will be performed in September in an executive session.

The Vice Chair in the absence of the Chair, shall perform the Chair's duties and assume the Chair's office for the ensuing term or in the event of a vacancy in the office of the Chair. The Vice-Chair shall maintain Board membership records and inform members of expiring terms. The Vice-Chair shall coordinate with the Board and the Antlers City Council to arrange and document the approval of Board members and term renewals when needed. The Vice-Chair will prepare new member packets, including copies of the Bylaws, the Library Board-originating City Code, and current policies and procedures of the library and the Board. Links may be provided to longer documents like the Open Meeting Act, Open Records Act, and State Laws that pertain to libraries and additional resources.

The Secretary/Treasurer shall provide the official sign-in sheet/roll call for the meeting and shall provide minutes from the previous meeting to be approved by the Board at each monthly meeting. The Secretary/Treasurer shall provide all appropriate meeting material for the library clerk to maintain a full accounting of meetings, including minutes, agendas, and all attachments handed out during meetings. Secretary/Treasurer will sign-off on financial documents.

Article 6: Library Director

Section 1. The managing library director or any of their designees will provide the following for review and approval by the Board at each monthly meeting:

- An activity, program, and circulation report.
- Updates regarding the receipt and use of donations.
- Copies of all the monthly expenditures
- Any outstanding issue
- Grant updates
- Staff updates
- Grievance/complaint updates
- Policy and procedure updates
- Reconciliations into and out of all accounts
 - To include all accounts that pertain to the library including but not limited to City and State accounts.
 - All documentation including but not limited to purchase orders, invoices, expenditures, itemized deposits and donations.
- Any other documentation requested by the Board

A proposed agenda for the regular monthly meeting including all handouts, will be submitted to the Board via e-mail 72 hours before the regular monthly meeting for editing and approval. The approved agenda will be returned to the library director for posting within 48 hours.

The managing library director will provide the following for review and approval by the Board:

- A personnel performance review for each Antlers Public Library staff member in March
- An informal update consisting of the status of goals and changes for each Antlers Public Library staff member in September

The managing library director will provide the following for review and approval by the Board annually:

- The annual financial report submitted to the ODL and the Antlers City Council

The City's Clerk-Treasurer is the general custodian of all funds and collects

and pays out all monies in a manner agreed upon by the Library Director, the Board, and the City of Antlers Officials. Upon agreement the policies must be approved by the Board.

Article 7: Quorum

Section 1. Under Title 25 of the Oklahoma Open Meetings Act, a majority or a quorum for the transaction of business shall consist of one-half plus one (1) of the current membership, which shall include two (2) officers.

In the event of Extreme Emergency, any officer of the Board shall have the full authority of the Board, without a Special Meeting, or if the lack of a quorum exists, to:

- Transact any necessary measure to ensure the operation/safety of the building and staff, or
- Deal with pending bills.

Article 8: Amendments

Section 1. The Bylaws may be amended at any regular meeting of the Board with a quorum present, providing the amendment was stated in the agenda for the meeting. To amend the bylaws requires either a provision stated in the bylaws or a majority vote with previous notice if the bylaws are silent.

A proposed amendment contains three fundamental components:

1. The proposed amendment, precisely worded
2. The current bylaw
3. The bylaw as it will read if the amendment is adopted

Any amendment to the Bylaws must pass by a majority vote. Depending on the amendment, some should pass only with a unanimous vote (to be discussed by the Board).

*For governing boards, the Board sets policy.
The director operates the library with the assistance of staff and
answers directly to the Board.*