



**ADMINISTRATIVE POLICY MANUAL**

**Document Number: 50-000-00**

**Section:** Governance

**Subject:** By-Laws of the Olathe Public Library Advisory Board

---

**Effective Date:** May 8, 1991 (Amended 2/15/95; 5/21/97;11/19/97; and 03/28/01  
Rev. 08/15/01 (Rev. 05/15/02) (Rev. 09/21/2005) (Rev. 10/15/08) (Rev. 11/17/15)

**Summary:** This document discusses the By-Laws of the Olathe Public Library Advisory Board

**Policy:** **By-Laws of the Olathe Public Library Board**

**Article I:**

The organization shall be called “The Olathe Public Library Advisory Board (hereinafter called “Board”)”, existing and operating under the authority of Chapter 2.36 of the Olathe Municipal Code and applicable laws of the State of Kansas.

**Article II:**

The Board shall have the following functions, duties and responsibilities:

- A. To assist the Library Director in identifying and prioritizing budgeting needs to submit an annual budget for the Olathe Public Library to the Governing Body.
- B. To assist the Library Director in identifying and prioritizing capital improvement needs to be included in the City’s Capital Improvement Plan and to establish priorities for capital improvement projects for the Library to the City Council.
- C. To make recommendations to the Library Director, City Manager, and/or Governing Body for the acceptance, use, or expenditure of any real property (and any capital improvements thereon) or personal property or funds donated to the Library, and make recommendations for the purchase, control, or disposal of real and/or personal property necessary for the purposes of the Library. Gifts of any real and/or personal property or funds donated to the library and accepted by the City Council shall be administered in accordance with each gift’s terms. All property or funds shall be held in the name of the City of Olathe.
- D. To make recommendations for the selection and/or location of sites for Library buildings and/or facilities.
- E. To review and recommend to the City Council the terms for contracts and working



**ADMINISTRATIVE POLICY MANUAL**

**Document Number: 50-000-00**

**Section:** Governance

**Subject:** By-Laws of the Olathe Public Library Advisory Board

---

relationships with private and public entities regarding library services.

- F. To make recommendations to City staff and the Governing Body about rules and policies for the efficient and effective operation of the Olathe Public Library, its services and programs.
- G. To engage in activities for the purpose of obtaining monetary and service donations for the Olathe Public Library.
- H. To engage in activities for the purpose of informing the public about the Olathe Public Library and programs conducted at the Library, including, but not limited to, serving as advocates for the Library in the community and encouraging the use of the library for informational, educational and recreational purposes.
- I. To recommend to the Library Director, City Manager, and/or Governing Body the use of funds donated for Library programs and/or development of the Library.
- J. To advise the City Council on programs and activities conducted by the Library.
- K. To advise and, on no less than an annual basis, appraise the City Council on the implementation of the Library Master Plan.
- L. To advise the City Council on other such matters as may be requested by the City Council.

**Article III:**

Section 1. The Board shall consist of seven (7) members. The Library Director, the President of the Friends of the Olathe Public Library, and the Chairperson of the Olathe Public Library Foundation Board are ex-officio members.

Section 2. The Mayor of Olathe shall appoint, with the approval of the Olathe City Council, the Board members. Members shall serve without compensation.

Section 3. All Board members shall be residents of Olathe. Members are appointed for a four year term. Terms of members shall begin on May 1 and expire April 30. As the terms of such appointive members expire, successors shall be appointed for terms of four years.



**ADMINISTRATIVE POLICY MANUAL**

**Document Number: 50-000-00**

**Section:** Governance

**Subject:** By-Laws of the Olathe Public Library Advisory Board

---

Upon expiration of a Board member's term, that Board member will continue to serve as a voting Board member until a successor is appointed. No person who has been appointed for two consecutive four year terms shall be eligible for further appointment until one year after the expiration of the second term. Vacancies occasioned by the removal from the municipality, resignation or otherwise, shall be filled by appointment for the unexpired term.

Section 4. The Mayor, with consent of the City Council, may remove any appointed member of the Board at any time for good and sufficient cause. Cause may include, but be not limited to, violations of any applicable law, regulation or policy, neglect of duty, and/or failure to comply with the City's attendance policy for appointed boards and commissions.

**Article IV:**

Section 1. The regular meeting shall be held monthly on the third Wednesday of each month at 4:00 p.m., unless otherwise ordered by the Board. The regular meeting held in May shall be the annual meeting. Unless waived, written or emailed notice of each regular meeting shall be given to each member of the Board not less than three (3) days prior to such meeting.

Section 2. Special meetings shall be called at any time by the Board President or at the written or emailed request of a majority of the Board. Written or emailed notice stating the 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 not business other than that stated in the notice shall be transcribed at such meeting.

Section 3. A quorum shall consist of four (4) members.

Section 4. The Board shall be subject to the Kansas Open Meetings Law and the Kansas Open Public Records Law. The members of the Board are also subject to the Kansas laws relating to conflicts of interest, including, but not limited to, K.S.A. 75-4301, et. seq., and amendments thereto.

Section 5. Rules for the conduct of meetings shall be governed by the Rules of Procedures attached hereto as Exhibit A.



**ADMINISTRATIVE POLICY MANUAL**

**Document Number: 50-000-00**

**Section:** Governance

**Subject:** By-Laws of the Olathe Public Library Advisory Board

---

**Article V:**

Section 1. Officers of the Board shall be elected at the annual meeting in May and shall assume office immediately. Officers of the Board shall include President, Vice President, Secretary and Treasurer.

Section 2. The duties of the officers shall be:

- a. The President of the Board shall preside at all meetings; appoint all committees; authorize calls for special meetings; and, generally perform the duties of a presiding officer.
- b. The Vice-President shall preside in the absence of the President.
- c. The Secretary shall keep and verify a true and accurate account of all proceedings of the Board Meetings; conduct direct correspondence as requested by the Board; and shall preside at meetings in the absence of the President and Vice-President.
- d. The Treasurer shall have charge of all the funds collected and disbursed by the Library; shall make an accurate report of the Library financial status at the monthly Board meeting; shall give bond annually; and shall monitor the monthly disbursement of funds.

Section 3. No person shall serve more than two consecutive, one-year terms in the same office, unless no other Board Members express an interest in the position. Ballots will be signed and kept by the Library Director.

**Article VI:**

When required, appointments to special committees shall be made by the Board President. Each committee shall consist of at least two Board Members and the Library Director. Special committees shall be dissolved upon completion of their specific tasking.

**Article VII:**

The Library shall provide membership in the Kansas Library Association for all Board members.

**Article VIII:**

The City Manager shall select a Library Director. The City Manager shall consult with the Board



**ADMINISTRATIVE POLICY MANUAL**

**Document Number: 50-000-00**

**Section:** Governance

**Subject:** By-Laws of the Olathe Public Library Advisory Board

---

during the selection process.

**Article IX:**

The Library Director shall provide a monthly agenda for the Board meeting. That agenda shall be determined by the Board President and Library Director with input from the Library Board. This agenda shall include the approval of meeting minutes.

**Article X:**

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, provided written notice of the proposed amendment to be changed shall be mailed or presented to the Board at least thirty (30) days prior to the meeting at which such amendment is to be voted upon.