Board of Trustees and Financial Governance Policy

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Revised 5/21/2015

Board of Trustees and Financial Governance Policy

# General statement

These by-laws shall govern, until changed, the operation and control of the Stone County Library.

# Trustee terms

Members of the board of trustees are appointed for a term of four years by the County Commission as provided in section 182.050 rsmo. Trustees appointed to fill an unexpired term are appointed serve for the balance of that term. (11-2011)

# Officers

Officers of the Board of Trustees shall be elected at the July meeting. Such officers shall be: president; vice president; secretary; treasurer and member.

The president shall preside at all meetings. The vice president shall assume the duties of the president in the absence of the president.

The secretary shall keep a true and accurate account of all board meetings and shall have custody of the minutes of the board. The

Librarian shall serve as secretary to the board without additional compensation.

The treasurer or president shall sign all warrants, along with the librarian.

The librarian shall be responsible for notifying the county court of expired terms of office and vacancies on the board.

# Meetings

The regular meetings of the Board of Trustees are held bi-monthly in January, March, May, July, September & November. The librarian will notify each member, by mail, in advance of the meeting.

### Order of Business

The librarian shall be responsible for preparing an "agenda of business" for each meeting. The order of business shall be as follows:

Call to order

Approval of minutes

Approval of bills

Unfinished business

New business

Adjournment

### Attendance at Meetings

Members of the board of trustees are expected to attend meetings of the board. The board of trustees may request the resignation of any member who is absent for two (2) consecutive meetings or three (3) meetings in a 12 month period. Board members are expected to inform the administrative office when they are unable to attend a meeting.

(01-2009)

# Amendments

These by-laws and policies may be amended at any regular meeting of the board of trustees, when a quorum is present, by unanimous vote. In the absence of a unanimous vote such amendment shall be considered passed and in force by a majority vote at the next regular meeting.

# Code of ethics

Because the conduct of the board has a direct impact on public and constituent perceptions about Stone County Library, board members will maintain an appearance of high credibility in adhering to legal and policy requirements.

Board members will be active and encourage all other board members to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.

Board members will not condone conflicts of Interest on the board. A generally accepted rule of thumb is that a board member or his/her family may not receive any gain (tangible or intangible) through the connection with the Stone County Library board.

Board members will vote against proposed actions if they feel there is insufficient information on which to base an opinion. Minutes of each meeting should be carefully maintained and all recorded votes properly.

Board members will adopt formally, by motion, any rules, regulations, policies and budgets.

Board members will keep policy and procedure manuals up-to-date for ready reference, and have rules and regulations available and posted for staff and constituents.

Board members will review fiscal records and controls at regular intervals.

Board members will ensure that standard budget forms and annual report forms are prepared and filed as required by law.

(07-2003)

# Open Meetings and Records

It shall be the policy of the Board of Trustees of the Stone County Library that meetings, records, votes, actions of said board be open to the public unless otherwise provided by law. Meetings, records and votes of the board may be closed only in the areas dealing the subjects specified in the Missouri open meetings law including: legal actions, leasing purchase or sale of real estate, personnel actions as specified within state statute, testing or examination materials before the test is given, software codes, specifications for competitive bidding until either approved by the body or officially published, sealed bids and related documents before the earlier of the period of either when the bids are opened or all bids are accepted or rejected, individually identifiable personnel records not including positions, salaries, or length of service, records which are protected from disclosure by law including borrower's or patron's records from the library or meetings and public records relating to scientific and technological innovations which the owner has a proprietary interest.

The library director shall be designated custodian of records. Records may be copied at the same rate charged by the library for use of its copy machines if the requesting party makes the copies. Copying involving library staff shall be made at actual costs of copies and staff time to the library.

(07-2003)

# Library Director

### General

In the conduct of the ongoing business of the Stone County Library, the library director is responsible for all business operations, including management of the assets of Stone County Library; hiring, training, promotion, discipline and termination of employees; and for establishing and maintaining the business organization and structure to efficiently conduct the management functions of Stone County Library.

The library director plans for and administers a program providing service in accordance with Stone County Library’s stated purpose and in such a manner that optimum results are achieved in relation to the resources of the agency, and operates under the general direction of the Stone County Library board of trustees.

### Communication and Counsel

The library director will provide information and counsel to the board. Accordingly she/he will:

Make the board aware of special events, relevant trends, material external and internal changes and the assumptions upon which any

Board policy has previously been established.

Submit required monitoring data in a timely, accurate and understandable fashion, directly addressing provisions of the board policies being monitored.

Marshal as many staff and external points of view, issues and options as needed for fully informed board choices.

Present information in a form that is understandable and of reasonable length.

### Delegation to the Library Director

The board's job is generally confined to establishing topmost policies, leaving implementation of board policy to the library director. All board authority delegated to staff is delegated through the library director.

The library director is authorized to establish all further policies, make all decisions, take all actions and develop all activities that are true to the board's policies. The board will respect the library director's choices so long as the delegation continues. This does not prevent the board from obtaining information about activities in the delegated areas.

Acting with the authority granted above, the chief librarian may not perform, allow or cause to be performed any act that is unlawful, insufficient to meet commonly accepted business and professional ethics for the "prudent person" test, in violation of funding source requirements or regulatory bodies, or contrary to explicit board constraints on librarian authority.

Should a situation arise wherein the library director deems it unwise to comply with a board delegation, he/she will inform the board of trustees. Informing is simply to guarantee no violation may be intentionally kept from the board. It is not for the purpose of receiving approval. Board response at that time does not exempt the library director from subsequent board judgment of his/her action.

### Delegated Responsibilities

In the area of human resources, the library director relates both to the board and to the staff of Stone County Library, but has ultimate responsibility to the board.

#### For the Board of Trustees, the Library Director:

1. Develops and recommends to the board of trustees, specific, written, long and short range plans for the development of Stone County Library programs and services.
2. Maintains appropriate relations with the board and various board committees, and keeps them informed.
3. Interprets trends in the fields of service in which Stone County Library is engaged, by maintaining involvement in the professional field as a whole.
4. Assists with orientation and training programs for the board.

#### For the library staff, the library director:

1. Delegated responsibility
2. Supervises and directs key staff in the performance of their duties.
3. Evaluates the performance of key staff members.
4. Provides overall control of and direction for the personnel of Stone County Library, including active participation in or approval of personnel actions.
5. Manages volunteer staff activities.
6. In the area of planning, the library director:
7. Evaluates the services being provided by
8. Stone County Library in relation to specified goals and standards, and recommends modifications, where appropriate.
9. Recommends new programs to the board.

#### Finance

The Library Director:

1. Prepares Stone County Library budgets and is accountable for control of these resources once approved.
2. Directs all financial operations of the library.

#### constituent relations

The library director manages *all activities including coordinating board activities in this area.*

#### Public Relations

 The Library Director interprets the function of the Stone County Library to the community by assisting the board, through direct involvement and through public relations programs, including personal contact, descriptive program literature, and the media.

#### INTERAGENCY RELATIONS

The Library Director will:

1. Maintain appropriate relations with other professional and service groups in the community.
2. Maintain appropriate relations with federal, state, and local government units.
3. Maintain appropriate relations with other Agencies in similar fields of service.

#### Library Organizational Operations

The Library Director:

1. Recommends policies to the board and/or assists the board in the formulation of policies for the effective and economical operation of Stone County Library and its programs.
2. Ensures implementation of the policies adopted by the board.
3. Has chief administrative responsibility for maintenance of agency facilities, and regular reporting to various bodies.
4. Carries chief staff responsibility to ensure that legal obligations of Stone County Library are met.

# Board/Library Director Relationship

The Board of Trustees recognizes and maintains the following guidelines in the board's relationship with the librarian:

1. Good management is recognized as one of the key factors in the success of the organization. The board reserves the authority to establish policies, approve plans, and programs and delegate authority to the librarian.
2. The board will approve policies and long-range plans and programs for Stone County Library, and delegate authority to the librarian to execute and carry out the policies, plans and programs. The librarian will be responsible for hiring capable personnel within the limitations of board policy and budget constraints, determining the appropriate compensation, training, supervising, disciplining and terminating if necessary.
3. Board members will refrain from individually discussing management and personnel issues with Stone County Library personnel other than the library director. The board, in consultation with the librarian, may confer with key personnel at regular or special meetings of the board.
4. Authority for management of Stone County Library will be through the board of directors to the librarian, then to other personnel. The
5. Board will require full and timely information from the librarian concerning pertinent matters that relate to the management of Stone County Library.
6. The board recognizes that efficient management of Stone County Library can exist only through mutual understanding and cooperation between the board and the librarian. The board also recognizes that the librarian is accountable to the board to show results, but the librarian cannot perform well and show good results if not given latitude to exercise independent judgment in executing board policy. Therefore, the board grants that latitude of judgment and discretion and expects full accounting of performance from the librarian.
7. The librarian's employment with Stone County Library be terminated for cause upon written notice to the librarian and in accordance with the board/librarian contract in effect.
8. To assist the board and librarian to work as a team, the following principals will guide the team members to determine responsibilities of each part of the team:
9. Responsibility for determining general policy shall be entrusted to the board. The library director shall keep the board informed regarding the progress of all-important Stone County Library programs.
10. The board represents the public in setting the goals and establishing the basic policies and long-range goals for Stone County Library. It shall refrain from involvement in the administrative functions except to monitor and evaluate.
11. The board shall transact official business with professional staff members and other program employees only through the library director.
12. The library director shall be responsible for administering the program in accordance with board policies and regulations.
13. The library director shall be responsible for the selection and assignment of staff. The library director may delegate this responsibility to other supervisory personnel.
14. The library director and staff shall prepare and submit for board action, an annual program plan and budget.
15. The library director shall provide the board with data and information to enable the board to make effective decisions.
16. The library director shall provide the board with periodic reports as the board feels is necessary to allow board members to make accurate decisions.

(07-2003)

# Finance and budget

### Budgeting

An annual operating budget will be prepared by the library director and presented to the board for approval. The budget will reflect the cost of carrying out the programs and services of Stone County Library for the next fiscal year. This budget will also reflect the anticipated revenues of the Stone County Library.

The budget will be viewed by the board as their financial plan for Stone County Library, and approval of the budget by the board will be authority for the library director to manage the Stone County Library’s finances according to the plan without seeking further approval of the board. However, the director will keep the board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking board approval to amend the budget. Amendments to the budget will be presented to the board for approval for any of the following reasons:

1. Stone County Library enters into compacts or contracts that were not included in the approved budget.
2. Management proposes a major expenditure that was not included in the approved budget.
3. Significant unanticipated revenues are received or cost overruns occur.

(07-2003)

### Spending Authorizations

The executive director may make expenditures consistent with the board-approved budget without further board approval. However, the board of directors must formally approve expenditures that are not within the board-approved budget.

A list of anticipated major capital expenditures should be included with the annual budget that is submitted to the board for approval.

The Director may authorize unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the board for approval. The Board of Trustees will be informed of the expenditures as soon as possible. (07-2003)

### Delegation of Spending Authority

The Board of Trustees is recognized as the ultimate spending authority for Stone County Library. To more efficiently conduct business, the Director will annually, recommend for board action the delegation of authority to specific employees to approve various types of expenditures. That authority will remain in effect for one year unless specifically revoked by the board. Clear restrictions and controls will apply to all expense approval levels.

The employee or board member officially holding an authority to approve expenditures of funds is expected to personally exercise that specific authority. Allowing another person to use the authorized signature is not acceptable.

The use of a signature stamp for authorizing signatures is prohibited.

No employee shall approve a transaction which will result in personal gain, or which is executed personally. Approval must be at the next highest level of authority.

No employee shall approve a transaction in which a conflict of interest exists.

If there is any doubt about the propriety of expenditure, the employee should not approve the expenditure, but rather refer approval from a higher authority.

(07-2003)

### Insurance/bonding protection

The executive director will recommend to the board all necessary bonding of staff members who handle Library funds and recommend to the board any appropriate insurance protection to protect the finances of the Stone County Library.

(07-2003)

### Charitable donations

Because of the nature of the mission of this organization, Stone County Library does not make charitable contributions.