



Library Board of Control Manual

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Rapides Parish Library Board of Control Manual

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Part 1. Process for Developing, Implementing, Amending Board Policy

Purpose

The Rapides Parish Library Board of Control, as the governing body of the Rapides Parish Library, is entrusted with the authority to establish policy for the governance of the library system.

The purposes of the policies are to

- inform everyone of Board intent, goals and aspirations;
- prevent confusion among Board members, staff and the public;
- promote consistency of Board action;
- eliminate the need for instant (crisis) policy making;
- reduce criticism of the Board and management;
- improve public relations;
- clarify Board member, Director and staff roles; and
- give management a clear direction from the Board.

1.1 Policy Development

Board Policies vs. Management Procedures

The Rapides Parish Library Board makes an important distinction between Board policies and management procedures. Board policies establish the broad parameters within which Board members, committees, library management, and staff will operate. Management procedures, developed and implemented by the Director, outline the specifics of how the organization and staff will operate within Board policy.

Once the Board officially adopts a new policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the Board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change.

Majority Required

All policy decisions will be made by majority vote of the Board and only at Board meetings open to the public. Before adopting any policy, all Board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

Source of Policies

Policies may be recommended to the Board by committees of the Board, individual Board members or the Library Director. All proposed policies will be researched to ensure that they are legal, and do not contradict established policy or bylaws of Rapides Parish Library. If approved by the Board, policies will be written, dated at time of approval and included in all copies of the Board policy manual.

1.2 Policy Implementation

The Library Director will be accountable to the Board for carrying out these policies, ensuring that all policies are effectively explained to the employees and making every reasonable effort to see that they are understood, accepted and complied with.

A copy of the Board policy manual will at all times be available in the Rapides Parish Library office, and on the website for review and inspection by employees and Board members. Each Board member will be given a policy manual annually if revisions have been made during the previous year.

1.3 Policy Amendment

All policies will be regularly reviewed by the Board or a committee of the Board for accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended, or waived by a majority vote of the Board, provided that at least two full weeks advance notice has been given to all Board members of the intention to consider revocation, repeal, waiver, or amendment.

Part 2. Structure and Organization

2.1 Establishment and Membership

Each Police Juror appoints a citizen from his district as a representative to the Rapides Parish Library Board of Control. Members serve five-year terms. A member may be appointed to fulfill an unexpired term, and serve no more than two consecutive full terms.

Rapides Parish Library is established under Louisiana law. The Rapides Parish Library Board of Control is established as the authority to operate the Rapides Parish Library in accordance with the constitution, bylaws and Board policies, as well as applicable federal, state, and local laws.

Rapides Parish Library business will be conducted in accordance with the laws of Louisiana, bylaws of the Board, Board policies, and generally accepted business practices that will accomplish the Library's mission.

2.2 Authority of the Board of Control

Each member of the Rapides Parish Library Board, together with other members of the Board, is legally and morally responsible for all activities of Rapides Parish Library. All members of the Board share in a joint and collective authority which exists and can only be exercised when the group is in session, open to the public.

2.3 Member Rights

Members of the Rapides Parish Library Board are granted certain specific rights. All Board members have the right to:

- receive notice of Board meetings and the agenda;
- attend and participate in Board meetings;
- examine Rapides Parish Library books, records, meeting minutes, financial statements and contracts; and
- place items on the Board meeting agenda at the appropriate time.

2.4 Member Responsibilities

Serving as a Board member of Rapides Parish Library involves a very special commitment. To meet that commitment, Board members are expected to

- ensure adherence to Rapides Parish Library's mission;
- attend and actively participate in all of the Board's meetings, and notify the Director or Board chairperson of anticipated absence;
- review minutes and results of a missed meeting;
- be prepared to participate fully in Board and committee meetings;
- serve actively on at least one committee;
- act only with the full Board, not individually, unless authorized to do so by the full Board; and
- speak for the Board only with full Board sanction.

Vacancies

When vacancies occur on the Board other than normal expiration of terms, the Board will notify the Police Jury within 30 days of the declaration of vacancy, and the Police Jury will appoint a replacement Board member.

When vacancies occur on the Board other than normal expiration of terms, the Board may recommend to the Police Jury individuals to fill the vacancies. The appointed Board member may fill the position until the expiration of the term of the person he/she replaces, and may be eligible for reappointment as specified in the Board's bylaws.

2.5 Ethical Obligations

Confidentiality of Information

It is expected that Board members, even after they complete Board service, will not use patron lists or other confidential information acquired by virtue of being a member of the Board.

Gifts

Members of the Rapides Parish Library Board must never offer, solicit or receive any form of bribe or kickback through their connection to the library system. This restriction applies

to both actual and proposed business transactions involving the Library.

Conflicts of Interests

Board members have a duty to subordinate personal interests to the welfare of Rapides Parish Library and the citizens it serves. Conflicting interests can be financial, personal relationships, status or power.

Board members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies which obligate or induce the Board member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of Rapides Parish Library in mind. Board members are prohibited from knowingly disclosing information about Rapides Parish Library to those who do not have a need to know or whose interest may be adverse to the library system, either inside or outside the organization. Nor may Board members in any way use such information to the detriment of Rapides Parish Library.

Board members may not have a significant financial interest in any property which Rapides Parish Library purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which the Library does business.

Since it is not possible to write a policy that covers all potential conflicts, Board members are expected to be alert for and avoid situations which might be construed as conflicts of interest.

Any possible conflict of interest on the part of any Board member should be disclosed to the other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a conflict of interest or possible conflict of interest should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

These restrictions should not be construed as preventing the Board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board members, since his or her knowledge could be of assistance to the deliberations.

Political Activity

Members of the Rapides Parish Library Board must never make any political contributions, direct or indirect, on behalf of the library system. If a Board member takes an active part in the political process, it must be done at the Board member's personal expense. Rapides Parish Library will not reimburse anyone for a political contribution.

Member Removal

It is the policy of the Rapides Parish Library Board to remove Board members who fail to perform the expected duties of a Board member. A Board member may be removed because of:

- negligence of Board duties and responsibilities;
- failure to attend Board meetings regularly;
- illegal activity as a member of the Board; or
- acting in any manner detrimental to Rapides Parish Library.

Board members may be removed only by a majority vote of all currently-serving Board members, and the motion to remove will state clearly the cause for removal.

2.6 Member Benefits

Compensation

Board members will not be compensated for service on the Board.

Travel

Authorized travel is defined as travel in connection with the business of Rapides Parish Library which has been directed or requested and approved in accord with Board policy prior to the departure date.

All requests for business travel by Board members will include the purpose of the trip, dates of meetings (if any), anticipated expenses, date of departure and date of return.

Travel for Board members must be approved by the Board.

Upon completion of the travel, a report must be submitted to the Board to demonstrate completion of the purpose and to share business information with the rest of the Board. Rapides Parish Library staff will make travel arrangements (other than personal car travel) for Board members on Library business.

Airline travel will be booked coach class, and discounted airfares will be sought whenever advance notice of the travel allows.

Board members canceling travel reservations or creating a "no show" situation for any reservations because of personal preference, will be charged any cancellation fees and room charges.

Reimbursement of Expenses

Reimbursement of authorized out-of-pocket expenses will be according to the same reimbursement policy applied to staff as found in the Library Policy Manual.

At the completion of authorized travel, an expense report will be submitted to the Rapides Parish Library business office. The report will list by date and place all reimbursable expenses claimed, and will be accompanied by the required receipts and invoices. Claimed expenses for lodging, travel, car rental and miscellaneous expenses must be documented by original receipts. Unless specifically authorized by the Board of Control, no expenses are authorized nor will be reimbursed by Rapides Parish Library for expenses of friends, relatives or families accompanying a Board member on library business, nor for any non-related business travel or extension of stay beyond completion of the intended library business.

Some expenses can be deemed unreasonable and unnecessary or extravagant. Such charges will be deemed personal and not reimbursable without compelling cause and at the discretion of the Board.

Orientation and Development

The Rapides Parish Library Board believes that professional development for Board members is vital to good governance of the library system. Therefore, new Board members will be given a thorough orientation about Rapides Parish Library, Board operations, finance, Board ethics, responsibility and liability within 30 days of the beginning of their term.

The Board will also include in the annual budget of Rapides Parish Library a line item for Board development. The line item will be used to pay for publications and materials to assist the Board to learn the job, training and in-service programs oriented to Board operations and travel to conferences and conventions that will assist members in developing their governance skills.

2.7 Communications

Speaking to the Public or Media

Individual Board members may not speak to the public or the media on behalf of the Board unless authorized by the Board to do so.

When speaking about Rapides Parish Library or about Board action, Board members should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Board members must be aware that they are always seen as Board members even when they designate comments as personal.

Management of Staff and Public Concerns

When a Board member is contacted by a staff member or member of the general public who has a concern or complaint about the library system or persons within it, the Board member will use the following procedures:

1. Remember that individual Board members have no power or authority to speak or act for the full Board;
2. Listen to the person's concern;
3. Express a desire to reach a satisfactory solution;
4. Explain that the Board and management have established a process for handling concerns which starts with the person most immediately responsible;
5. Suggest that the concern be discussed with the person immediately responsible;
6. Assure the person that the Library Director will be informed of the concern;
7. Ask the person to report on the progress or resolution of the concern, if desired; and
8. Inform the Director of the complaint or concern immediately.

2.8 Open Records

When a request is made for a particular record to which the public is entitled, the official who has responsibility for the record shall have the record segregated from other records under his custody so that the public can reasonably view the record.

If the public record applied for is immediately available because of its not being in active use at the time of the application, the public record shall be immediately presented to the authorized person applying for it. If the public record applied for is not immediately available because of its being in active use at the time of the application, the custodian shall promptly certify this in writing to the applicant, and in his certificate shall fix a day and hour within three days, exclusive of Saturdays, Sundays, and legal public holidays, for the exercise of the right granted by state statute. Eligible records will be made available for inspection during business hours in the presence of Library staff.

No charge will be made for copy requests totaling fewer than 5 copies. Individuals with copy requests greater than five pages will be charged the prevailing rate for general public copying, plus the cost of staff time to process the request.

Exceptions to public access: 1) information found in customer registration files, including personal information and items checked out; 2) personnel information including home addresses and phone numbers, social security numbers, banking information, and medical and insurance records; (3) marital status and organizational membership , (4) employee performance evaluations; (5) transcripts and letters of recommendation; and (6) other "personally identifiable documents".

Among non-exempt records are (1) names and salaries of public employees; and (2) education and employment histories.

Protected customer and personnel information may be revealed to law enforcement

agents with a court order. Parents or guardians may access the records of their minor children.

Part 3. Library Director: Responsibilities and Duties

3.1 Role

The Library Director is responsible for all business operations, including management of the assets of Rapides Parish Library; hiring, training, promotion, discipline, and termination of employees; and for establishing and maintaining the organization and structure to conduct the management functions of Rapides Parish Library efficiently.

The Library Director plans for and administers a program providing service in accordance with Rapides Parish 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 Rapides Parish Library Board of Control.

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 Director.

The Director is authorized to establish all further policies, make all decisions, take all actions and develop all activities which 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.

No individual Board member, officer or committee has any authority over the Library Director. Information may be requested by such parties, but if such request, in the Director's judgment, requires a material amount of staff time, it may be refused.

Acting with the authority granted above, the Library Director may not perform, allow or cause to be performed any act which 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 executive authority.

Should a situation arise wherein the Library Director deems it unwise to comply with a Board policy or request, he/she will inform the Board of Control. 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.

3.2 Responsibilities

In the area of human resources, the Library Director relates both to the Board and to the

staff of Rapides Parish Library, but has ultimate responsibility to the Board.

For the Board of Control, the Library Director:

- maintains appropriate relations with the Board and various board committees, and keeps them informed;
- develops and recommends to the Board specific, written, long and short-range plans for the development of Rapides Parish Library programs and services;
- interprets trends in the fields of service in which Rapides Parish Library is engaged, by maintaining involvement in the professional field as a whole; and
- assists with orientation and training programs for the Board.

For the Rapides Parish Library staff, the Director:

- supervises and directs key staff in the performance of their duties;
- evaluates the performance of key staff members; and
- provides overall control of and direction for the personnel of Rapides Parish Library, including active participation in or approval of personnel actions.

In the area of planning, the Library Director:

- evaluates the services being provided by Rapides Parish Library in relation to specified goals and standards; and
- recommends modifications where appropriate, and recommends new programs, or discontinuance of programs, to the Board.

In the area of finance, the Director:

- supervises the preparation of Rapides Parish Library budgets and is accountable for control of these resources once approved; and
- directs all financial operations of Rapides Parish Library.

In the area of constituent relations, the Library Director manages all activities including coordinating Board activities in this area.

In the area of public relations, the Library Director interprets the function of Rapides Parish 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.

In the area of interagency relations, the Library Director:

- maintains appropriate relations with other professional and service groups in the community;
- maintains appropriate relations with federal, state, and local government units; and
- maintains appropriate relations with other agencies in similar fields of service.

In the area of organizational operations, the Library Director:

- recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and economical operation of Rapides Parish Library and its programs;
- ensures implementation of the policies adopted by the Board;
- has chief administrative responsibility for maintenance of agency facilities, and regular reporting to various bodies; and
- carries chief staff responsibility to ensure that legal obligations of Rapides Parish Library are met.

3.3 Performance Evaluation

It is the policy of the Rapides Parish Library to evaluate the work performance of the Library Director regularly.

The evaluation will be given at the May Board meeting. All Board members participating in the evaluation will have had a full year of interacting with the Director and observing his/her performance.

Although the evaluation will be facilitated by the Personnel Committee, the entire Board will have the opportunity to participate in the evaluation process.

The process begins with a review of the current performance evaluation form, the job description, and organization objectives. Once the Personnel Committee has accepted or amended the evaluation form, respondents will be asked to rate the Director's performance against each line item on the form. A copy of the evaluation checklist is also given to the Director to complete a self-evaluation and recommend performance objectives for the upcoming year.

Board respondents have the option of signing or not signing their evaluation forms. Constructive criticism from Board members should be specific so that appropriate corrective action may be taken by the Library Director.

When Board members have returned their evaluation forms, the Human Resources Manager creates a composite checklist which, by line item, indicates the number of responses for each rating. All comments are randomly listed without identifying the source of each comment. The form completed by the Director will not be included in the Board's compilation of results.

Next, the Personnel Committee meets, without the Library Director present, to review the composite evaluation and performance objectives for the upcoming year. The Board must reach consensus on each item in the checklist.

Then the Board meets with the Library Director to present the recommendations from the evaluation. Should the Library Director be in serious disagreement with part or all of the evaluation, he/she has the right to respond. Such a response should lead to a dialogue in which the problem area can be resolved in a candid and professional way.

3.4 Succession Policy

A policy for Library Director succession must include two parts—the process the Board will follow to replace a retiring or resigning Director, and a process to continue uninterrupted service in the event of the sudden loss of the Director.

Resignation or Retirement

The process for replacing a resigning or retiring Library Director will be as follows:

1. The Board will determine the exact retirement or termination date of the current Library Director.
2. The Board will determine a specific target date to bring on a new Library Director. This target date will be flexible to allow the selected candidate some latitude in the beginning date.
3. The Board will designate an Acting Library Director to serve for the time between the ending date of the current Director and the beginning date of the new Director. Board members are not eligible to serve as the Acting Library Director.
4. The Board president will nominate a Search Committee of not less than three Board members and not more than five Board members. The current Library Director may be an ex-officio, non-voting member of the Search Committee. The Board president may appoint up to two additional Search Committee members from outside the Board, e.g., former Board members, community leaders, Friends of the Library, or other persons who would be would be valuable resources to the committee. The Board president will seek Board approval of the nominees.
5. The Board will consider the need for any changes to the management structure before the search for a new Library Director.

The **Search Committee** will begin as soon as possible to:

1. update the job description for the Library Director
2. develop a profile of the preferred candidate
3. determine the feasibility of utilizing a search firm to assist the Board in the search
4. determine salary range and terms of the contract to be offered
5. determine the extent of staff and community involvement in the search process
6. identify appropriate advertising media to be used
7. establish a schedule to complete interviews, reference checks, and final selection
8. determine who will conduct the interviews and what questions will be asked
9. establish a process for communicating search progress to the Board and staff.

The Search Committee will:

- seek approval of the full Board for all of the components listed;
- interview no fewer than three candidates; and
- present a recommendation to the Board that one or more candidates be considered for appointment.

External candidates and current employees will be eligible to apply for the position.

The Board will meet with the recommended candidate(s) and select the new Library Director.

The Board will set dates for a six-month review of a new Library Director's performance. This review will be informal discussions between the Board and Director for the purpose of assisting the Director to understand Board needs and intent, as well as affirmation of good Library Director performance. The Board will do a formal written performance evaluation of the Library Director after approximately one year of employment, and annually thereafter.

Sudden Loss of Library Director

The process to continue uninterrupted service in the event of sudden loss of the Library Director will be as follows:

1. The Board will designate one staff person who will assume the duties of the Library Director if, in the judgment of the Board, that becomes necessary.
2. The current Library Director will compile a list of vital instructions for an Acting Director and update that list annually. The list may include, but is not limited to, such information as:
 - a staff flow chart showing chain of command and a list of responsibilities of all management personnel;
 - special instructions about which staff members should be consulted for special assistance in such areas as personnel management, maintenance, finance, computer operations and other essential functions of the organization;
 - location of all bank accounts and financial records, and instructions about disbursement authority, location of all vital documents, such as policies and contracts; and
 - location of all computer backup files.

If it becomes necessary to implement these emergency procedures, the Board will meet as soon as possible with the designated Acting Library Director to:

- establish a plan for continued operation;
- officially designate the selected staff person to be the Acting Library Director;
- establish a schedule of Board meetings to provide adequate support for the Acting Director.

Part 4. Board Meetings

4.1 Regular Meetings

Regular meetings of the Board will be held monthly at 3:30 pm on the third Tuesday of the month, omitting July. The Board will make every effort to maintain those dates as Board meeting dates.

4.2 Special Meetings

Special meetings of the Board should be called only rarely when the business to be addressed cannot be handled by the Administration and cannot wait until the next regularly scheduled meeting. A special meeting of the Board may be called by the President of the Board or by written request of three Board members. A call for a special meeting will state the business to be addressed by the Board at the special meeting. No business other than that for which the meeting was called may be discussed or conducted at a special meeting.

4.3 Absence from Meetings

When a Board member is absent from six regularly-scheduled or called meetings within one year, that member is automatically considered to have resigned. Any such Board member will be notified by certified mail. Notification will be made to the Police Jury within 30 days of the declaration of vacancy, and a replacement Board member will be appointed by the Police Jury to complete that term.

4.4 Open Meetings

The Rapides Parish Library Board will comply with the Louisiana Open Meetings Law (R.S. 42:1 through R. S. 42:12). All meetings of the Board will be open to the public except on the occasion when the Board votes to close the session for purposes defined by state law, and in the manner prescribed by state law.

However, those attending Board meetings, other than the Board members and the Library Director, will be asked to sit away from the Board table in an area designated for visitors to the meeting. Visitors will also be asked to refrain from taking part in the Board's deliberations except upon request from the Board, and visitors will otherwise not disrupt the Board's work.

Board meetings open to the public view should not be confused with public meetings in which anyone is allowed to speak. The Board recognizes in all instances its right to control Board meetings.

Visitors may ask for time on the Board agenda if the request is made in writing to the Library Director at least two business days in advance of the Board meeting. The Library Director and the Board president will determine if the request to be on the agenda is honored, and how much time will be allocated to the agenda item.

4.5 Closed Meetings

All meetings of the Board will be open to the public except as specified below. The Board will close its meetings only when:

- discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee;
- discussing the future acquisition of real estate;
- consulting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial action brought or to be brought by or against the agency or any officer or employee, or in which the agency or any officer or employee may be directly involved; or
- discussing other matters which are made confidential by law.

To close a meeting, a motion must be made and approved by a majority of the Board stating the specific reasons for closing the meeting. Business conducted in the closed session must pertain directly to the stated purpose for closing the meeting. The minutes shall reflect the reasons for closure, the names of the members present, and the names of those voting for closure.

When any meeting is closed, the Chair or other person presiding over such meeting shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

4.6 Meetings by Telephone

State law prohibits meetings that are not face to face. No votes may be taken by poll, conference call or any other electronic means.

4.7 Minutes

Records of all actions of the Board will be set forth in the minutes of the meeting. Minutes will be kept on file as the official record of the Library Board.

The Library Director, as secretary of the Board, will be responsible for the minutes. However, since it is vital that all members of the Board and the Director be able to participate fully in the discussions and deliberations, minutes will be recorded in writing during each meeting by a member of the Rapides Parish Library staff or by a volunteer, not by a member of the Board or by the Director. Minutes of the meeting are a record of the actions of the Board, not a record of discussion.

Minutes of Library Board meetings will include:

- date, time and place the meeting was called to order;
- type of meeting--regular, special or continued;
- name of the presiding officer;

- a statement that a quorum was or was not present;
- names of those Board members present and names of those Board members absent from the meeting;
- the exact wording of all motions, whether passed or failed;
- disposition of each motion made--passed or failed; (If the vote is by roll call, each Board member's vote will be recorded by name. When a ballot vote is taken, the number voting for and the number voting against will be recorded. No views, protests or explanations from Board members about the vote will be recorded in the minutes unless the full Board votes to allow such entries.)
- notation of each committee report;
- notation that financial reports were examined by the Board; and
- notation of time of adjournment of the meeting.

Minutes of committee meetings may be attached to the minutes if these items are an important clarification for the minutes of the meeting.

Part 5 Board Officers

5.1 Officers of the Board and Job Definitions

Officers of the Board will be a president, vice-president and treasurer. The officers will be elected by a majority vote of the Board.

The **president** of the Board will collaborate with the Director to prepare meeting agendas, preside at the meetings, appoint committees and committee chairs, sign official documents requiring signature, and may represent the Board in public and official capacities as instructed by the Board. The president will also:

- make special assignments and appoint representatives to other organizations;
- act as liaison between Board and Director;
- encourage the Board to do long-range planning;
- assist Board members to build their Board skills;
- act to discipline Board members who violate ethical standards of the Board;
- encourage all members to participate in Board activities; and
- ensure that all Board members' views are represented in meetings.

The **vice president** will preside at Board meetings in the absence of the president and assume that office when the Board determines that the chair can no longer serve.

The vice president will also:

- work with the president to be prepared to assume that office if necessary, and
- manage special assignments as requested by the president.

The **treasurer** will:

- assist the Board to understand the annual budget before approval, and

- serve as chair of the Finance Committee, approving claims drawn on the Library's bank accounts. The approval of claims may be delegated to another member of the Finance Committee.
- The treasurer will oversee but not manage the financial records of Rapides Parish Library and ensure that the Board regularly receives good reports of the financial condition of the Library system.

The **secretary** will oversee the records of the Board, including meeting minutes, the charter and any historical documents.

The secretary will also:

- ensure that all official documents are safely passed to the next secretary, and
- research Rapides Parish Library records when necessary for information for the Board.

5.2 Officer Election Process

Officers of the Board will be elected at the December meeting to begin serving in January. The Board of Control will follow the following procedures in electing its officers:

- A Nominating Committee will be appointed by the Board chair at the November meeting;
- The Nominating Committee will present a slate of officers (at least one name for each position) as a motion at the December Board meeting;
- Officer candidates must have consented to seek office before their name is placed in nomination;
- A vote will be taken on the proposed slate. In the event that the motion fails, nominations will be accepted from the floor and individual votes taken for each office;
- If there is more than one nominee for an office, the vote will be taken by secret ballot.

5.3 Terms of Office

Terms of all officers will be for one year. With the exception of the secretary, only properly elected or appointed members of the Board may serve as officers. Officers may be reelected for second term to the same office. The Library Director serves as secretary.

5.4 Officer Authority

Officers are elected to be servant-leaders of the Board. All authority of the officers is delegated to them by the Board of Control. No officers will have any authority to speak or act on behalf of the Board other than that authority specifically granted in Board policy or by majority vote of the Board.

5.5 Vacancies of Officer Positions

If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office or formal removal of an officer by the Board, the Board will proceed to fill the

vacancy at the earliest possible time.

If the vacancy occurs in the president's office, the vice president will assume the office as soon as the Board declares the position vacant. The vice president will hold that office until the Board elects a new president.

A vacancy is filled in the prescribed manner of election of officers in this policy.

5.6 Removal of Officers

The Rapides Parish Library Board has the right to remove any officer from elected position by the same authority that elected the officers. Officers may be removed from office for:

- gross or willful neglect of the duties of the office;
- misuse of Library funds
- conviction of a felony;
- intentional lack of public support for the Rapides Parish Library mission, staff or programs; or
- failure to inform the Board about issues that might impact board decisions.

Procedure for removal of any officer from office will be a simple majority vote of the Board.

Part 6: Committees of the Board

6.1 Standing Committees

There are three standing committees drawn from Board members: Finance, Personnel and Long Range Planning.

6.2 Purpose

It will be the purpose of any committee appointed by the Rapides Parish Library Board to assist the Board of Control to govern more efficiently. Committees receive recommendations from the full staff on current policies, or originate proposed policies for full Board consideration. A Board committee is not designed to do staff work. Committees will be used to investigate, deliberate and analyze special issues on behalf of the Board.

6.3 Authority

Any committee established by the Board will have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of board policy or recorded in the minutes of the meeting at which the committee was established.

6.4 Accountability

Committees are a subsidiary of the Board, and will be expected to report their work to the full Board on a regular basis. Each committee will be expected to make recommendations

to the Board for action, such recommendations to be made by a member of the committee in the form of a motion at a full Board meeting.

The Rapides Parish Library Director, in conjunction with the Board president, will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

6.5 Appointment of Committees

The Director will appoint the chair of each committee and all committee members, taking into consideration the preference of the Board members for committee assignment. Board members will be polled as to their committee preference. Non-Board members may also be appointed as committee members, but all committees shall include at least one member of the Board.

6.6 Ex-Officio Members

The President of the Board will be an ex officio member of all committees. The Director or the Director's delegated representative will be a nonvoting member of all committees as a resource to the committee.

6.7 Duties

Duties of the members of individual Board committees will vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- attend all meetings of the committee to which the Board member is assigned;
- prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings;
- actively participate in discussions at committee meetings;
- follow through promptly on any assignments for the committee; and
- support committee recommendations before the full Board.

6.8 Meetings

The committee chair will convene all meetings of the committee, or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the Director to ensure compliance with open meetings law, avoid conflict and to ensure availability of staff support.

Minutes will be kept of committee meetings. Committees will submit a summary of committee actions and recommendations to the Board in the meeting at which their recommendations will be considered.

6.9 Guidelines for the Chair

The committee chair will be expected to lead the committee just as the Board president is

expected to lead the Board. The committee chair is accountable for ensuring the productivity of the committee by:

- planning the agenda for the committee meetings with administrative staff and/or the Board president;
- convening committee meetings, and keeping meetings on track;
- encouraging the committee to take action on the issues discussed by the committee; and
- ensuring that reports and recommendations for action from the committee are presented to the full Board.

Library staff will support committees by notifying members of meetings and keeping minutes.

Part 7. Board Member Job Description

7.1 Member Responsibilities

Board members are responsible for determining Library policy in human resources, planning, finance, community relations, and organizational operations.

Human Resources: Board members have three key responsibilities in this area:

Board membership, which includes recognizing and nurturing existing Board members, and providing existing Board members with opportunities to grow and develop as leaders;

Library Director oversight, which includes hiring, termination, disciplining and ongoing evaluation of the Library Director;

Personnel policies, which includes policies relating to the Library Director's employment, and ensuring that there are complete and up-to-date policies in place for management of staff.

Planning: Board members have three key responsibilities in this area:

- **Establishing** and **reviewing** the Library system's philosophy/mission/goals;
- **Planning** which services and programs Rapides Parish Library provides; and
- **Evaluating** the Library system's services, programs, and operations on a regular basis.

Finance: Board members have four key responsibilities in this area:

- **Ensuring** financial accountability of Rapides Parish Library;
- **Overseeing** an ongoing process of budget development, approval and review;
- **Ensuring** that adequate funds are available to support Rapides Parish Library's policies and programs; and
- **Overseeing** properties or investments of the library system.

Community Relations: Board members have three key responsibilities in this area:

- **Ensuring** that the library's programs and services appropriately address the needs of those we serve;
- **Advocating** for library services and programs, which includes awareness that Board members are always emissaries of Rapides Parish Library System in the community; and
- **Cooperative action**, which includes determining occasions when the library system could or should take part in coalitions, joint operations, etc.

7.2 Member Performance

In performing duties as a member of the Rapides Parish Library Board, every member is expected to:

- demonstrate a strong belief and commitment to the library's mission;
- devote the necessary time to prepare for and participate in Board and committee meetings;
- exhibit high ethical standards and integrity in all Board actions;
- be an enthusiastic advocate for the library system;
- take responsibility and accountability for Rapides Parish Library and all decisions made by the Board;
- spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better; and
- demonstrate willingness to work as a team member with other Board members and the Library Director.

Adopted: November, 2009