

**PRESCOTT VALLEY PUBLIC LIBRARY
PRESCOTT VALLEY, ARIZONA
BYLAWS**

ARTICLE I

On June 26, 1980, the Town Council (Council) of the Town of Prescott Valley (Town) voted to create the Prescott Valley Public Library (Library). In accordance with Arizona Revised Statutes ARS §9-414, the Council voted on July 24, 1980 to form a Library Board of Trustees (Board) and to begin accepting applications for membership. On September 2, 1980, Town Manager Fred Carpenter met with the newly-appointed Board members and assisted them in their initial organization. In accordance with ARS §9-415, the Board has had the charge of the Library interest.

As appointed by the Council, the Board shall consist of seven (7) members who are residents of the Town (Members). Terms of Members shall be three (3) years from July 1 in the year of their appointment, and Members may succeed themselves for one (1) consecutive term. Partial terms are not included in this calculation. A past Member may re-apply for another term after being off the Board for a year. Members and their replacements shall be appointed by the Council in accordance with the procedures established by the Council from time to time.

ARTICLE II

Regular Board meetings are scheduled for the first Tuesday of each calendar month at a regular time established from time to time by vote of the Members. Board meetings may be rescheduled if there is no quorum. A quorum consists of a majority of the total Board, i.e. four (4) Members. Special Board meetings may be held at such other times as may be called for by the President or by a written request signed by at least four (4) Members. Such members shall conform to the Arizona Open Meeting Law. Such meetings shall require a quorum of Members. "Robert's Rules of Order, Newly Revised" will be used as a resource in conducting meetings.

Nomination and election of Officers shall be conducted annually. Typically, the Board will nominate Officers in the regularly scheduled June meeting and elect Officers in the following (July) meeting.

Committees of Members may be appointed from time to time by the President and shall meet as deemed necessary by a majority of the Committee.

ARTICLE III

A. The qualifications and duties of the Officers of the Board are as follows:

1. President – The President should possess strong leadership skills, be knowledgeable of State and local laws regarding libraries, have a good working relationship with the

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Library Director, and the ability and willingness to donate time and energy to achieving the mission and goals of the Library.

The President calls and presides over all Board meetings and prepares an agenda in consultation with the Administrative Assistant. The President also establishes an atmosphere and procedure in meetings so that everyone has a chance to be heard.

The President also –

Appoints permanent and temporary Committees for specific assignments and monitors their effectiveness.

Serves as spokesperson for the Board (reflecting the consensus of the Board).

Serves on local, regional or national task forces and committees.

Works closely with the Library Director and staff between meetings and on special issues.

Receives all mail addressed to the Board and works closely with the Secretary and other Members to assure follow-up.

Note: The President is only one member of the Board and cannot make policy, budget or other decisions unilaterally outside of the specific duties set forth herein.

2. Vice President – The Vice President should possess the same leadership skills as the President.

The Vice President conducts meetings and handles Board business in the absence of the President. However, the Vice President may not change or modify any rules previously made by the Board.

The Vice President presides whenever the President temporarily vacates or steps down from the position.

The Board may delegate to the Vice President from time to time the responsibility for monitoring activities of one or more Committees.

3. Secretary – The Secretary should possess significant knowledge of the organization of the Library, take accurate and comprehensive notes and minutes (in the absence of the Administrative Assistant), possess the ability to draft necessary letters and reports, and possess good organizational skills.

The Secretary or Administrative Assistant issues all calls or notices of meetings for the Board and Committees.

The Secretary also –

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Edits the official minutes of all Board and Committee meetings in cooperation with the Administrative Assistant for the Library.

Prepares roll call lists and calls the roll when necessary.

Presides at meetings when the President and Vice President are not present.

Assists the President with parliamentary procedures.

Brings and reads as requested necessary material at meetings. These materials include the Trustee Handbook and Robert's Rules of Order, Newly Revised. From time to time the President may request other materials be brought.

Records in official Board minutes (in the absence of the Administrative Assistant) the names of all Committee members as appointed.

Authenticates by signature all official records and documents.

Handles all correspondence and distribution of mail (with the assistance of the Library staff).

Follows through to ensure that all correspondence requiring replies has been answered.

The Board may delegate to the Secretary from time to time the responsibility for placing notices, stories or other material in organizational newsletters.

Note: Since the duties of a Secretary are numerous, Library staff may assist in handling the paperwork, and the Secretary should work closely with the Library Director in this regard.

B. The general duties of Members are as follows:

1. Assist the Council and Town Manager in the selection process for a Library Director.
2. Determine and adopt written rules, policies and regulations to govern the operation of the Library.
3. Be aware of any trust and/or Prescott Valley Public Library fund established for the Library.
4. Know the programs and needs of the Library in relation to the community.
5. Keep abreast of national library standards and trends.
6. Help carry out the Library's programs with the professional staff.
7. Support and participate in any public relations programs.

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8. Provide input to the development of the Annual Library Budget as deemed necessary by the Board.
9. Know local and state laws relating to libraries.
10. Actively support appropriate library legislation in the state and nation.
11. Attend Board meetings and notify the President of planned absences. If a Board member misses three consecutive Library Board of Trustee meetings, the Board member will be contacted by the Library Board President to discuss his/her ability to serve out their term. The Board may vote to recommend replacement of such a Member by the Town Council.
12. When appropriate, attend regional, state or national trustee meetings and workshops. (Funding available with approval of the Library Director.)
13. Have general knowledge of the services of the County and State libraries.
14. Participate in development of the annual report to the Council.
15. Assist the Council in selecting new Board members (at the invitation of the Council).
16. Assist and support the Library Director in the adoption of the final, annual Library budget, including any capital or other expansion projects.
17. Assist the President in establishing needed Committees.
18. Attempt to achieve a consensus in decision processes but, if unable to do so, will abide by the majority opinion.

ARTICLE IV

- A. The duties and responsibilities of the Library Director are as follows:
 1. Act as technical advisor to the Board, including recommending needed Board policies.
 2. Plan, organize, direct and evaluate the work of employees and develop proper training and instructional procedures for those employees' success.
 3. Carry out Board policies
 4. Propose and carry out plans for extending Library services.
 5. Prepare regular reports on the Library's current progress and future needs.
 6. Maintain active marketing and public relations for all programs and events.

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7. Prepare an annual budget for the Library in consultation with the Board, Town Manager and Council.
8. Give a current report of all expenditures against the budget at each Board meeting.
9. Be familiar with local and state laws relating to libraries.
10. Actively support appropriate library legislation in the state and nation.
11. Oversee the selection and ordering of Library materials
12. Attend all Board meetings and present appropriate reports in person or through a designee.
13. Affiliate with appropriate state and national professional organizations and attend professional meetings and workshops.
14. Make use of the services and consultants of the State Library, Yavapai County Library District and Yavapai Library Network.
15. Report regularly to Town officials and to the general public.

ARTICLE V

A. The format for a regular meeting of the Board shall generally be:

1. Call to Order
2. Roll Call
3. Review of previous month's meeting minutes; discussion and/or corrections and motion to approve
4. Correspondence
5. Budgets and Grants
6. Management Report
7. Old Business
 - (a) Committee Reports
 - (b) Any items tabled from the last meeting
8. New Business
 - (a) President and Library Director list new items to discuss
9. Call to Public
10. Requests for agenda items for next meeting
11. Adjournment
12. Any public appearance may be inserted in the appropriate order of the agenda. Such public appearances must first be requested in writing to the President in order to be included in the Open Meeting public notice at least 24 hours before the meeting is scheduled.

ARTICLE VI

These By-Laws and any amendments thereto shall be adopted and approved by a majority vote of the Board. These By-Laws shall be reviewed every three (3) years by the Board and a copy sent to the Town Council, Town Manager, and Library Director.

In witness whereof, the undersigned Officers and Members of the Board have executed the foregoing By-Laws after a majority vote in favor thereof recorded in the meeting minutes on the 8th day of January 2019.

Nathaly Berry
President

Mary J. Dhein
Member

Vice President

Sally Mart
Member

Diane LeMont
Secretary

Donna E. Hogan
Member

Michelle Stangel
Member

Ratified by Prescott Valley Town Council

[Signature]
Kell Palguta, Mayor

Attest:
Diane Russell
Diane Russell, Town Clerk

Approved as to Form:
Ivan Legler
Ivan Legler, Town Attorney