

LAFOURCHE PARISH PUBLIC LIBRARY

Board of Control

Organization and Bylaws

LAFOURCHE PARISH PUBLIC LIBRARY

Board of Control

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Mission Statement of the Library

The mission of the Lafourche Parish Public Library is to provide the residents of Lafourche Parish access to books and other resources that will inspire lifelong learning, advance knowledge and strengthen our communities while embracing the rich heritage and vibrant future of our parish.

Purpose of the Library Board of Control

The Board of Control of the Lafourche Parish Public Library, working with the library director and staff, shall plan and work toward a common goal to provide library service of the highest quality to residents of Lafourche Parish and other citizens. This service shall be consistent with modern methods to the extent that financial and economic conditions allow; the library will endeavor continually to improve services and material collections already established.

Name and Location of the Library Board of Control

The official name of the Board of Control is the Lafourche Parish Public Library Board of Control, hereinafter referred to as the “Board.” The principle office is located at 314 Saint Mary Street Thibodaux, Louisiana, 70301. Meetings of members and the library director may be held at such places designated by the board.

BOARD POLICY

The board, as the governing body of the Lafourche Parish Public Library, is entrusted with the authority to establish policy for the governance of the library. Board policy establishes the parameters and guidelines for board members, committees, management, and staff.

The purposes of our 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, library director, and staff roles.
- give management a clear direction from the board.

Management Policies are not Board Policies

The board makes an important distinction between board policies and management policies. Board policies establish the broad parameters within which board, management, and staff will operate. Management policies, developed and implemented by the library director, outline the specifics of how the organization and staff will operate within board policy.

Personnel policies are an example of management policy developed by the library director. The library director develops the personnel policies appropriate to his/her staff and has them examined by an attorney familiar with personnel policy or a human resources consultant. The library director then informs the board that personnel policies are in place and provides board members with copies

of the personnel policy handbook. The board is not directly involved with developing personnel policies other than to ensure that the library director has carried out that project.

Once the board officially adopts a new board 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.

The decision guidelines used to determine which items are managerial and which items are polices needing to be brought to the board are outlined in the following chart:

DECISION GUIDELINES

TOPIC	WHO DECIDES
<i>General:</i>	
Changes that Affect Budget	Board
Changes that Do Not Affect Budget	Library Director
Millages (Board Recommends Annually)	Council
General Purchasing:	
Expenditures Under \$15K	Library Director
Expenditures Over \$15K	Board
Capital Expenditures Over \$15K	Board & Council
State Bid Laws	State Law
Professional Contracts	Board & Council
Travel Reimbursement Guidelines	Council Adopted State Policy
Who is Eligible for Reimbursement	Council
Who Goes Where	Library Director
Operation Policies	Library Director
Board Meeting Schedule	Board

Paid Holiday & Closure Calendar	Library Director
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HR Policies

Changes that Fit Within Budget	Library Director
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Changes that Exceed Budget	Board
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COLA	Board
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Merit	Board
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Insurance Cost Sharing:

Choosing Providers/Carriers	Council
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Initial Cost Share Percentage	Board
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Initial Dependent Coverage	Board
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Allocation of Premium Increases	Board
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Policy requires a majority vote of the board

All policy decisions will be made by majority vote of the board and only at board meetings. 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.

Accountability for carrying out policies

The library director will be accountable 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.

CORPORATE STRUCTURE / BOARD ORGANIZATION

The Lafourche Parish Public Library is established under the laws of the state of Louisiana. The Board of Control is established as the authority to oversee the operations of the library in accordance with bylaws and board policies.

The business of the Board of Control will be conducted in accordance with the laws of this state, the parish ordinance establishing the library, bylaws of the board, board policies and generally accepted business practices that will accomplish the library's mission.

Authority of the board of control

Each member of the library board, together with other members of the board, is legally and morally responsible for all activities of the 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.

Number of Board Members

The affairs of the board shall be managed by a board of seven (7) members appointed by the Lafourche Parish Council by majority vote. The president of Lafourche Parish shall be an ex officio member of the Board of Control, who shall have the right to designate another member of the governing authority of the parish to serve in his/her place and stead in the Board of Control. (LA R.S. 25:214) The ex officio member is not a voting member of the Board.

Terms of Office

Each appointed board member shall serve a five (5) year term and is eligible to be re-appointed. Ex-officio members shall serve the term(s) of their elected position.

Board member commitment

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

- Ensure adherence to the library's mission

- Attend and actively participate in all of the board’s meetings and notify the library director or board president of anticipated absence.
- When absent from a meeting, review minutes and results of the missed meeting.
- Do their homework to be prepared to participate fully in board and committee meetings.
- Serve actively on any committee to which he/she is appointed.
- Act only with the full board, not individually, unless authorized to do so by the full board.
- Speak for the full board only when the full board sanctions their doing so.

Board delegation of policy interpretation to staff and public

The board delegates to the library director responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives and guides not specifically covered or detailed in the Board Policy Manual. Such interpretations, rules and directives have the force of board regulations unless and until superseded by board action.

Board member rights

Members of the 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 the library’s books, records, meeting minutes, financial statements, and contracts.
- Place items on the board meeting agenda at the appropriate time.

Board member conflict of interests

Board members have a duty to subordinate personal interests to the welfare of the library and those we serve. Conflicting interests can be financial, personal relationships, status, or power.

Board members and employees are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies which obligate or induce the board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the library in mind.

Either inside or outside of the library, board members and employees are prohibited from knowingly disclosing information about the library to those who do not have a need to know or

whose interest may be adverse to the library. Nor may board members or employees in any way use such information to the detriment of the library.

Board members or employees may not have a significant financial interest in any property that the 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 and employees are expected to be alert for and avoid situations that might be construed as conflicts of interests.

Any possible conflict of interests 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 interests or possible conflict of interests shall state his or her conflict before the vote. He or she shall not use his or her influence on the matter, However, he or she shall be counted as part of a quorum for the meeting, with their vote being counted as an abstention. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

Duty of board members not to compete

A board member may not use his/her position on the library board to prevent the library from competing with the board member's business. It is expected that board members, even after they complete board service, will not use trade secrets, client lists, or other confidential information acquired by virtue of being a member of the board.

Legal obligation of board members

The library board is both responsible and liable for the library. The library board and the law require every board member to follow the rule of the reasonably prudent person and the principle of good faith.

The rule of the reasonable prudent person means that the board will not:

- Mismanage the library by deviating from fundamental management principles, such as planning carefully for the future of the library, regularly reviewing the financial status of the library, and monitoring compliance with board policies.
- Fail to govern by utilizing all control systems to govern the library.
- Be involved in self-dealing that provides personal gain to board members.

The principle of good faith means that board members will:

- Attend all board and committee meetings to be a part of board actions.

- Read and understand the library’s policies and bylaws.
- Pay attention to corporate affairs and keep informed about organization activities.
- Ensure that the library is in compliance with legal requirements.
- Avoid self-dealing.

Limitations of Board Member Liability

Board members shall not be individually liable for any act or omission resulting in damage or injury, arising out of the exercise of his/her judgment in the formation and implementation of policy while in office, provided he/she was acting in good faith and within the scope of his/her official functions and duties, unless the damage or injury was caused by his/her willful or wanton misconduct. (R.S. 9:2792.4 Added by Acts 1987, No. 667, S1. Amended by Acts 1988, No. 734, S1.)

Ethical obligations of board members

Board members shall be governed by the State of Louisiana code of Governmental Ethics (*R.S. 1950, Title 42, Chapter 15, Amended through regular session of 1980*). Each board member will annually complete the Code of Ethics training and turn into the Director a copy of their completed certificate. All board members will be given a copy of the code of ethics and will be expected to adhere to the provisions of that code.

The Lafourche Parish Public Library Board Code of Ethics

As a member of the library board, I will...

- Listen carefully to my teammates and those served by the library.
- Respect the opinion of other board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well-informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues that I believe will have an adverse effect on the library or those we serve.
- Attempt to interpret the needs of constituents to the library and interpret the action of the library to its constituents.

- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the board member’s job is to ensure that the library is well managed, not to manage the library.
- Vote to hire the best possible person to manage the library.
- Represent all constituents of the Library and not a particular geographic area or special interest groups.
- Consider myself a “trustee” of the Library and do my best to ensure that the library is well maintained, financially secure, growing, and always operating in the best interests of constituents.
- Always work to learn more about the board member’s job and how to do it better
- Declare any conflict of interests between my personal life and my position on the library board, and avoid voting on issues that appear to be a conflict of interests.

As a member of the library board, I will not...

- Be critical, in or outside of the board meeting, of other board members or their opinions.
- Use the library or any part of the library for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with duties of the director or undermine the director’s authority.

Nomination and election of board members

It is the policy of the library board to carefully recruit and recommend to the Lafourche Parish Council for appointment persons who:

- Believe in the cause and mission of the library board.
- Will commit completely to the board member responsibility for the library.
- Will participate actively as part of the library board team.
- Are community leaders and will advocate in the community for the library.

The Board President will periodically remind board members and the library director to submit board candidate recommendations to be filed for use at the appropriate time.

Terms of office and election procedures will be as specified in the library board bylaws.

Resignation of board members

Any board member who chooses to resign shall do so by giving notice in writing to the Parish Council and the board. Per District Attorney Opinion No. 12-009, ...”every public officer in this state except in case of impeachment, suspension, ... shall continue to discharge the duties of his office until his successor is inducted into office.” (La. R.S. 42:2) “La. R.S. 42:1 defines public office as any state, district, parish, or municipal office, elective or appointive, or any position as member on a board or commission, elective or appointive, when the office or position is established by the constitution or laws of the state”.

Therefore, according to DA Opinion No. 12-009, “even if a member resigns or his or her term ends, they continue to serve until a replacement is appointed. Board members whose term is nearing completion due to term ending or resignation should contact their council person or appointing authority to make sure that a qualified name is submitted to replace the outgoing member in a timely manner.”

Removal of board members

It is the policy of the library board to remove board members who fail to perform the expected duties of a board member. A board member may be removed from the board because of:

- Negligence of board duties and responsibilities.
- Failure to attend board meetings regularly.
- Illegal activity as a member of the board.
- Acting in any manner detrimental to the library.
- Failure to work as a team member.
- Calling unnecessary or illegal meetings.

A majority vote of the library board may remove one of its members for “just cause”. Though “just cause” has not been specifically defined by law, it is loosely interpreted as conduct which “impairs the efficiency of the public service and bears a real and substantial relation to efficient and orderly operation of the public service.” *AG Opinion 80-1594-A; LA R.S. 25:215, Added by Acts 1990; No. 405, S1., Standards for Louisiana Public Libraries 1995, page 2.*

A director may be removed only by a 2/3 vote of all currently serving board members, and the motion to remove will state clearly the cause for removal.

Vacancies on the board

When vacancies occur on the board, the procedure established by the Parish Council to appoint new members will be followed. The board may send recommendation(s) in event of a vacancy to the appropriate governing authority.

Meeting attendance requirement

It is the policy of the library board that board members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the board is required to make.

Should a member miss two (2) consecutive board meetings or two (2) board meetings in a rolling twelve (12) month period, the Director shall make contact with the Board member, either via email or telephone and discuss with him/her the Board's policy on absenteeism.

At the next meeting of the full board, the president may call an Executive session to discuss board member's attendance if it doesn't fall with the guidelines set forth by Lafourche Parish Ordinance No. 5758, Article 1, Section 2-3, b-c, "It shall be the responsibility of each board to keep official attendance. Each board shall allow excused absences such as: death in the family, work-related, health-related, family emergency, public services to parish, state or country, military service related, acts of God, or any other related absences deemed excusable by the board. (c). If a board member is being removed for noncompliance by the councilman be it by pleasure of the council or just cause for an appointed position, that board member shall be notified in writing of the proposed removal prior to the meeting at which the consideration of the removal will take place."

If the Board member does not attend the next Board meeting, a simple majority vote will be taken by the Board on whether to recommend to the Parish Council the removal of the member from the board.

Compensation of board members

Board members will not be compensated for service on this board.

Reimbursement of expenses

Board members may be reimbursed only for out-of-pocket expenses actually incurred in the course of doing business for the library. Original receipts must document claimed expenses. No expenses will be reimbursed for non-business related travel or extension of stay beyond completion of the business for the library.

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.

Reimbursement of authorized out-of-pocket expenses will be according to the same reimbursement policy applied to staff as found in the Library Personnel Policy Manual and must meet Parish Council Travel Policy and Parish Council Laws

Board legal counsel

The board will utilize the Parish Council attorneys to serve the needs of the library. Legal counsel may be requested to attend board meetings by request of a majority of the board members or the mutual agreement of the board president and the library director.

Only the board president, the library director or their designee may contact legal counsel on behalf of the board. Costs billed to the library and associated with individual board members contacting legal counsel, auditors or other professional consultants without specific authority from the board of directors, will be billed to the board member making the unauthorized contact.

Board correspondence

The board or its president will approve correspondence from the board. Except for reports which are legally required to be sent out over the secretary's name, all correspondence from the board will over the president's name. All correspondence from the board will be written on library stationery and will be prepared by the office of the library director. Use of library letterhead will be limited to official agency business only.

No material or information disclosed in executive sessions of the board will be released to any unauthorized person.

Board members speaking for the board 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 the 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.

Board member orientation and development

The library board believes that professional development for board members is vital to good governance of the library. Therefore, new board members will be given, within 30 days of appointment, a thorough orientation about the library, board operations, finance, board ethics, responsibility and liability.

The board will also include funding in the annual budget of the library for board development. The funding 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 board members to develop their governance skills.

Board member management of staff and public concerns

It is the policy of the library board that when a board member is contacted by a staff member with a grievance, the Board member reminds the staff member that a Grievance Policy is in effect and should be followed. If a member of the general public has a concern or complaint about the library or persons within the library, the board member will follow the following procedures:

- Remember that individual board members have no power or authority to speak or act of the full board.
- Listen to the person's concern.
- Express a desire to reach a satisfactory solution.
- Explain that the board and management have established a process for handling concerns which starts with the person most immediately responsible. Suggest that the concern be discussed with the person immediately responsible.
- Refer complaints, other than staff complaints, to the official complaint form available in the administrative office. Refer staff to the grievance procedure.
- Assure the person that the director will be informed of the concern.
- Ask the person to report back to you about the progress or resolution of the concern, if desired.
- Inform the director of the complaint or concern.

Guidelines for processing public complaints

From time to time situations may occur that create legitimate complaints on the part of the public or constituents relative to the library. Complaints must be aired so that all sides of the issue may be heard and a rational procedure/solution found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at the administrative office or any branch. All complaint forms must be signed by the person originating the complaint.

The nature of the complaint should be stated as well as the relief sought.

Step by Step process for persons *other than library staff* to file a complaint

Each step in this procedure will give consideration to the complaint and will be review of the facts. Each individual receiving the complaint will issue a written response in a timely manner. If remedy is not achieved through the steps, the library board is the final hearing body.

STEP I – Formal Process – The formal process begins with the person filing the complaint using the form provided by the library. He/she prepares a written statement containing his/her name, address, and telephone number; the condition, situation, or individual being complained about and why, and the requested remedy. The form should be signed, dated, and filed with the individual closest to the complaint.

STEP II – If the complainant is not satisfied with the decision at the first level, he/she may present the complaint to the library director (in writing) and expect response within 5 days from the date it was presented to the library director.

STEP III – If the complainant is not satisfied with the decision of the library director, he/she may submit a copy of the complaint to the library board within 10 days of receiving the library director's deposition.

STEP IV – Within 20 days, the board will have conducted a hearing, from which it has gathered enough testimony and/or other pertinent information on which to base its decision. Once able to reach a majority decision, it will do so in writing to the complainant. This decision is final.

LIBRARY DIRECTOR

RESPONSIBILITIES AND

FUNCTIONS

In the conduct of the ongoing business of the library, the library director is responsible for all business operations, including management of the assets of the 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 the library.

The library director plans for and administers a program providing service in accordance with the 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 library board of directors.

Library director communication/counsel to the board

The library director will provide information and counsel to the board. Accordingly, he/she 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 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 requests, in the library director's judgment, require 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 the director's authority. Any violation of these guidelines may lead to termination as decided by the Library Board of Control.

Should a situation arise wherein the library director deems it unwise to comply with a board policy, he/she will inform the board of directors. 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.

Areas of responsibility delegated to the library director

In the area of human resources, the library director relates both to the board and to the staff of the library, but has ultimate responsibility to the board. The director shall attend all board meetings, except in case of an Executive Session when the director may be asked to retire.

For the board of directors, the library director:

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

For the library staff, the library director:

- Supervises and directs key staff in the performance of their duties.
- Evaluates the performance of key staff members.
- Provides overall control of and direction for the personnel of the library, including active participation in or approval of personnel actions.

In the area of planning, the library director:

- Evaluates the services being provided by the library in relation to specified goals and standards, and recommends modifications, where appropriate.
- Recommends new programs to the board.

In the area of finance, the library director:

- Prepares the library budgets and is accountable for control of these resources once approved.
- Directs all financial operations of the 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 the 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.
- Maintains appropriate relations with other agencies in similar fields of service.

In the area of the library's 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 the 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.
- Carries chief staff responsibility to ensure that legal obligations of the library are met.

Monitoring the library director's performance

Monitoring the library director's performance is somewhat synonymous with monitoring organizational performance. The board delegates management to the library director and must have a process for ongoing monitoring of the library director's performance of the delegated duties. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.

The board will monitor the director's performance by awareness of the library director's job description, careful attention to all reports delivered to the board and through an annual written evaluation of the director's job performance.

Library Director Performance evaluation

Upon hiring a new director, he/she will be given a 4 month probationary period. At the end of the probationary period an evaluation will be performed by the full board. After conclusion of a successful evaluation the Director will be offered long term employment with LPPL. If evaluation is unsuccessful further action may be taken at the discretion of the board.

It is the policy of the library to regularly evaluate the work performance of the library director.

The evaluation will be given yearly, time to be decided by the board, so that all board members participating in the evaluation will have had a full year of interacting with and observing the director's performance.

Compensation of the library director will be determined after completion of the evaluation. Any increase in compensation will be effective beginning with the pay period designated by the board.

Although evaluation will be facilitated by the executive committee or a special committee appointed by the board president, the entire board will participate in the evaluation process.

The process begins with a review of the current job description to determine accuracy and appropriateness. The team next develops an evaluation checklist based upon the job description and organization objectives. Respondents will be asked to rate the director's performance against each line item on the checklist as it corresponds with the evaluation instrument.

The team mails the checklist to all board members with a self-addressed stamped envelope so that all evaluations are returned to the home or business address of the board chairperson. A request is sent with the evaluation form to complete within ten days. 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.

A copy of the evaluation checklist is also mailed to the library director with the request to complete a self-evaluation and recommend performance objectives for the upcoming year. The form completed by the director will not be included in the board's compilation of results.

When the board members have returned the evaluation forms, the chairperson of the board makes up 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.

Next, the full board 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 full board meets with the library director to present the full board's conclusions about the evaluation. Should the library director be in serious disagreement with part or all of the evaluation,

the right to respond to the full board must be available. Such a response should lead to a dialogue in which the problem area can be resolved in a candid and professional way.

The final agreed-upon evaluation should be signed by both the library director and the board chairperson. A copy of the evaluation is given to the library director, and the original evaluation is kept in the Director's personnel file within the Human Resources Department.

Board members will not solicit information regarding the library director's performance from subordinate staff. Staff plays no role in the evaluation. The board recognizes that including staff can seriously erode the relationship which must exist between the library director and staff.

If the evaluation is found by the entire board to be unsatisfactory, a designated committee appointed by the Board President will work with the director to establish goals and procedures to correct the poor performance areas. A written plan of correction will be drafted with the timeframe not to exceed four (4) months. Any deficiencies that are not corrected at that time will lead to disciplinary action up to and including termination.

Grounds for Removal of Director

The library board has the right to remove the Director from his/her position for:

- Gross or willful neglect of the duties of the office
- Misuse of library funds
- Conviction of a felony
- Failure to inform the board about issues that might impact board decisions.

Procedure for removal of the Director from the position will be a 2/3's decision by the full board preceded by a written notice including reasons for removal and the date in effect for removal. This will not supersede the "at will" employment practices of the State of Louisiana.

Board / Library Director relationship

The Board of Control recognizes and maintains the following guidelines in the board's relationship with the library director:

- 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 library director.
- The board will approve policies and long-range plans and programs for the library and delegate authority to the library director to execute and carry out the policies, plans, and programs. The library director 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.

- Board members will refrain from individually discussing management and personnel issues with library personnel other than the library director. The board, in consultation with the director, may confer with key personnel at regular or special meetings of the board.
- Authority for management of the library will be through the board of directors to the library director, then to other personnel. The board will require full and timely information from the library director concerning pertinent matters that relate to the management of the library.
- The board recognizes that efficient management of the library can exist only through mutual understanding and cooperation between the board and the library director. The board also recognizes that the library director is accountable to the board to show results, but the library director 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 library director.
- The board recognizes its position as the employer of the library director and will be responsible for a systematic annual evaluation of the library director's performance. The evaluation will be for the purpose of improving the library director's performance and to provide a basis for consideration of the library director's salary for the next year.
- The library director's employment with the library may be terminated for cause upon written notice to the library director and in accordance with board policy.

BOARD MEETINGS

Library board meetings are subject to the Louisiana Open Meetings law.

Conduct of meetings

So meetings may be conducted in the most orderly manner, discussion of agenda items will be limited to communications among board members, between the board and the library director, and among the board, director, and those the board and director request to make presentations.

Regular meetings

Regular meetings of the board will be held monthly at date, time, and place as set down in notice of meetings. Notices of all regular board meetings shall be mailed by the Secretary to all board members at least seven (7) days before the meeting date. Meetings shall be open to the public as required by law, except when the board declares an Executive Session. Meeting notices shall be posted on the entrance door of library branches at least 24 hours before the meeting(s). Meetings will be held on the fourth Monday of the month, except when the date presents a conflict then another Monday will be selected by the board. The Board will meet seven (7) times per year: January, February, April, May, July, September and November. The specific dates will be approved by the Board no later than the November meeting of the prior year. The board will make every effort to maintain those dates as board meeting dates.

Parliamentary Proceedings

Meetings shall be governed by *Robert's Rules of Order*

Special meetings

Special meetings of the board should be called only rarely when the business to be addressed 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 the written request of three (3) board members. A call for a special meeting will state the business to be addressed by the board at the special meeting. Every member of the board must be notified of the special meeting at least two (2) days prior to the established meeting time.

Open board meetings

It is the policy of the library board to hold open board meetings using the following guidelines:

- Notice of meetings will be given to the local news media.
- Agendas will be provided to guests at the beginning of the meeting.
- Guests may comment to the board only at the designated “Open Forum” section on the agenda or when the board requests public comment.
- When dealing with confidential matters the board may elect to go into executive session.
- Board committee meetings are not generally open to non-board members or designated staff except at the invitation of the committee.

Closed meetings

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

- Discussion by the board could harm the reputation and character of any person.
- Information discussed by the board could have an adverse legal impact on the organization’s legal position if the information were public knowledge.
- Information discussed by the board could have adverse financial impact on the organization if the information were public knowledge.
- Discussing the character, professional competence or health of person (except in emergency, the person must be given 24 hours’ notice), but in meetings other than those of the Legislature or its committees, the person may require a public discussion and the exemption cannot be used to discuss a person’s appointment to a public body.
- Discussing strategy or negotiations regarding collective bargaining or litigation, “when an open meeting would have a detrimental effect on the bargaining or litigation position of the public body” (an agenda must identify litigation to be discussed).
- Discussing security personnel, plans, or devices.
- Investigating alleged misconduct.
- Dealing with “natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude.”

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.

Meeting agenda packet

All matters to be considered by the board at the meeting will be included on the agenda and in the board packets mailed to board members at least seven (7) days prior to the meeting. The board may vote to waive this requirement to discuss only items on the published agenda by a majority vote of the board.

Meeting agendas will be developed by the director and approved by the board president prior to distribution to other board members.

All board members will have an opportunity to request items be placed on the agenda prior to the agenda being published and distributed.

The agenda may be amended after the meeting is convened only in cases when the item is for board information and only by consensus of a majority of the board members. A board member or the director may request changes to the agenda during the item on the agenda that asks the board to approve the agenda.

The library board meeting agenda will approximate the following outline:

- Call to order by the board chairperson or other presiding officer determination of a quorum
- Approval of agenda
- Consideration, correction, and approval of minutes of the previous meeting
- Public forum or member forum
- Consideration and acceptance of the financial report
- Standing committee reports and recommendations for board action
- Special committee/task force reports and recommendation for board action
- Unfinished business
- New business
- Adjournment

Meetings by conference call

It is not the practice of the library board to hold meetings by conference telephone calls.

Staff attendance at board meetings

Since it is the policy of the library board to hold the library director accountable for all management of the library, it is left to the library director to invite any staff to the board meeting that the director needs as resource for issues the board will consider during the meeting.

Public forum

Each meeting agenda, except special meetings of the board, will include an item that is allocated no more than 15 minutes and labeled “Persons to be Heard.” All persons other than board members wishing to speak during the forum will, prior to the meeting, complete a written form, like the one shown below, listing the speaker’s name, issue to be addressed, and name of organization represented. The form will be handed to the board president. Procedures for the forum will follow the outline on the form below.

Public Forum Policy for Lafourche Parish Public Library Board and Request to be Heard

The library board welcomes you to this meeting. We conduct our meetings in strict compliance with the state open meetings law. That law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate in the meetings.

However, we value the ideas and insights of others. Therefore, it is the policy of this board to allow unlimited time for a forum with each speaker held to a limit of 3 minutes. If you wish to speak to this board during the “forum” section of our agenda, please complete the form on the bottom of this paper and hand it to one of the board members before the meeting. Only persons who have completed the form and given it to a board member prior to the convening of the meeting will be allowed to speak.

Do not expect the board to respond at this meeting to your questions or requests for information or requests for action. The board will note your request and respond at a later appropriate time after board members have an opportunity to deliberate about the request.

At other times during this meeting, board members may wish to ask for information from persons in the audience, but please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous forum. Thanks for helping us conduct an open and orderly meeting.

Request to speak to the Lafourche Parish Public Library Board during the forum

This form must be completed and handed to a board member before the meeting if you wish to speak to the library board during the “forum” section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: _____

Group/Organization you represent, if any: _____

Subject about which you will speak: _____

Quorum

A majority of all currently elected members of the library board will constitute a quorum for the purpose of conducting official board business. In the event there are vacancies on the board, then a quorum shall consist of a majority of the members appointed and holding office.

Voting

Voting on all motions will be by voice unless requested otherwise by a member of the board, at the direction of the president, or required by these policies.

All voting by which library funds are appropriated must be by roll call and the results will be recorded by names of board members. Members may not vote by proxy or poll.

Voting to elect officers of the board will be by voice vote.

A board member who is present at a meeting of the board at which action is taken on any corporate matter will be presumed to have concurred in the action taken unless the dissent of the board members is entered in the minutes of the meeting. Such dissent will be indicated by a simple “no” vote on the action.

In the event of a tie vote, the President of the board will cast another vote to “break the tie”. If the President has recused himself/herself from the vote, the Vice-President will cast another vote to “break the tie”.

Decisions require a majority vote of the board

All decisions, unless specifically stated elsewhere, will be made by majority vote and only at board meetings.

Minutes of the board meeting

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 and will follow the Retention Policy as stated and approved by the Louisiana Secretary of State office.

The office of Secretary of the Board will be custodian of the minutes. However, it is vital that all members of the board and the director be able to fully participate in the discussions and deliberations, so minutes will be recorded in writing and by electronic recording device during each meeting by a member of the 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, onto a record of discussion. Minutes of library board meetings will include:

- The date, time, and place the meeting was called to order.
- The type of meeting – regular, special or continued.
- The name of the presiding officer.
- A statement that a quorum was or was not present.
- The names of those board members present and the 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.
- Notation of time of adjournment of the meeting.

Committee reports or resolutions may be attached to the minutes if these items are important clarification of the minutes of the meeting.

Electronic recording of meetings

To ensure free discussion and debate at meetings of the board, no electronic recording devices may be used by individual board members or anyone else attending the meetings except of the official recording by the Secretary.

Parliamentary authority

Meetings of the library board will be governed by the parliamentary rules as outlined in Robert’s Rules of Order in all cases where current bylaws and current board policies do not apply.

Order of Business

The order of business at regular meetings of the Board shall be as follows:

1. Roll Call
2. Pledge of Allegiance
3. Approval of minutes
4. Public Wishing to Address the Board
5. Reports
 - a. Finance
 - b. Director
6. Special Orders
7. Unfinished business
8. New Business
9. Adjournment

ORGANIZATIONAL FINANCE

Fiscal year

The library's fiscal year will be the first day of January to the last day of December.

Financial management

Financial resources of the library are the responsibility of the Board of Control. The board will:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided by the library.
- Provide guideline for management and allocation of financial resources which will produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans and guidelines of the library to ensure the financial integrity of the library.

Budgeting

An annual operating budget will be prepared by the library director and presented to the Finance Committee at the beginning of April and to the board for discussion at the next meeting. After the proposed budget is published in the newspaper of record it will go to the Board for discussion and approval at the next meeting. The budget will reflect the cost of carrying out the programs and services of the library for the next fiscal year. This budget will also reflect the anticipated revenues of the library.

The budget will be viewed by the board as their financial plan for the library, and approval of the budget by the board will be authority for the library director to manage the 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:

- The library enters into compacts or contracts that were not included in the approved budget.

- Management proposes a major expenditure that was not included in the approved budget.
- Significant unanticipated revenues are received or cost overruns occur.

Working capital reserves

A working capital reserve sufficient to keep the library operating for at least a 60-day period will be maintained at all times.

Accounting

The accounting system used by the library will utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the library's auditor.

The accounting practices and procedures used by the library will allow for adequate management of the library's revenues and expenses, and will provide adequate systems of monitoring by the Board of Control as well as outside auditors.

Financial report and audits

Reports reflecting the financial condition of the library will be presented to the board monthly. These financial reports include:

- At least quarterly status of expenditures on major capital projects.
- Monthly statement of cash flow.
- Monthly revenue and expense statement for the month and year-to-date with comparison to the budget.

Purchase orders

Staff purchases of supplies and materials valued at \$1000 or more will be made only with a properly authorized purchase order signed by the library director or a member of the management staff authorized by the director to sign purchase orders. (Amended 1/24/2000)

Spending authorizations

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

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

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately and cannot be practically submitted to the board for approval may be authorized by the library director. The board of directors will be informed of the expenditures as soon as possible.

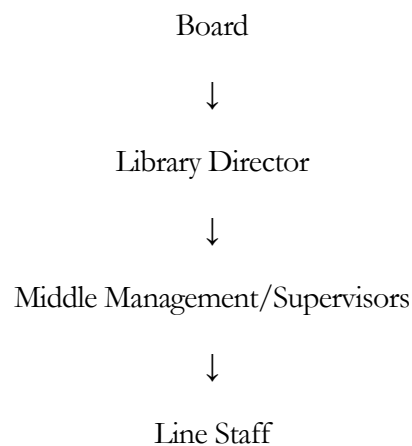
Charitable donations by the Library

Because of the nature of the mission of this organization, the library does not make charitable contributions.

EMPLOYMENT POLICIES

Chain of command

The library board believes strongly in the chain of command:



The board is concerned about the needs and success of staff, and will work through the chain of command to facilitate the success of all library staff.

The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions, and in any other way communicating with the board about the business of the organization. Staff members who take complaints, requests, criticism, or other organization business directly to the board or individual board members without working through the library director will be considered insubordinate and subject to disciplinary measures by the library director.

The board expects all board members to respect and follow the chain of command when communicating with staff about the business of the organization. Board members will not take complaints, suggestions, requests, or demands to the staff except through the library director. When a board member receives a complaint or suggestion from a staff member other than the library director, the board member will remind the staff member of this board's policy about following the chain of command. The board member will also report the staff communication to the library director.

Employee grievance procedure

The objective of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among library employees. This policy applies to all regular employees. This policy is part of the Library Personnel Policies Manual, but it is also included here in the board Policy Manual to make it clear to all board members that they can refer employees to grievance procedure and that the board is not involved in the grievance procedure.

The term “grievance” shall refer to any claim of allegation by an employee who perceives a violation of rights, privileges, or benefits, which have been granted to library employees in this manual, or by state or federal statutes.

The employee grievance process will follow these steps as outlined in the Personnel Policies Manual:

A. The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until such time as (1) the employee is satisfied, (2) does not file a timely appeal, or (3) exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists. The only matters that may be introduced at any step in the grievance process are those contained in the initial written grievance.

1. Step One:

a. If an employee has a question or complaint that has not been resolved through discussions with the immediate supervisor, he or she may submit a written request to the Area Librarian in charge of their branch for a formal review of the issue within five (5) working days following the incident giving rise to the complaint.

b. The Area Librarian is to investigate the matter, attempt to bring forth a resolution, and give a decision to the employee within five (5) working days. The Area Librarian should prepare a written and dated summary of the grievance and proposed resolution and forward it to the Human Resources Department to be placed in the employee’s record.

c. Headquarters staff would submit a grievance to either the Programming Administrator or to the Operations Administrator, as appropriate.

2. Step Two: If the complaint is not satisfactorily resolved pursuant to Step One, then the employee may appeal the decision.

a. The employee must put the appeal in writing and submit it to the Branch Administrator within five (5) working days of receiving the response from the Area Librarian. This written documentation should simply summarize the complaint and the reason why there is disagreement with the Step One response. Only the issues addressed in original complaint may be addressed at this step.

- b. The Branch Administrator will further investigate the matter and provide a decision/resolution to the employee within five (5) working days. The Branch Administrator should prepare a written and dated summary of the grievance and proposed resolution and forward it to the Human Resources Department.
 - c. If necessary and appropriate, such as with Headquarters staff for example, the Assistant Director may take over the responsibilities of Step Two.
3. Step Three: If no solution is reached pursuant to Step Two, then the employee may appeal the Step Two decision.
- a. The employee must put the appeal in writing and submit it to the Library Director within five (5) working days of receiving the response from the Branch Administrator. This written documentation should simply summarize the complaint and the reason why there is disagreement with the Step One and Two responses. Only the issues addressed in original complaint may be addressed at this step.
 - b. The Director will review and investigate the grievance and provide a decision within five (5) working days. The decision will be considered final and binding. The Director should prepare a written and dated summary of the grievance and proposed resolution and forward it to the Human Resources Department.

B. Failure of an employee to follow the specific time limits within each step will result in dismissal of the concern and an end to the process. The employee and Library may extend the time limit at any stage by mutual agreement. Implementation of the grievance procedure by an employee does not limit the right of the Library to proceed with any previously planned disciplinary action. Information concerning an employee grievance is to be held in strict confidence. Individuals who investigate a grievance are to discuss it only with supervisors who have a need to know or with individuals who are needed to supply necessary background information.

C. The Library Director will settle any questions and make any determinations as to the proper interpretation of the language and/or intent of this policy if any component of the procedure comes into question. The Director's decisions are final and binding.

The library director's response will be the final disposition of the grievance. Staff grievances may not be appealed to the library board of directors.

Personnel policies

Appropriate and complete personnel policies will be adopted by the library director and reviewed for accuracy and completeness. The library director will report to the board that this has been done, and will report annually that all personnel policies have been reviewed and updated.

Personnel policies are published in a separate Personnel Policy Manual. All employees will be given a copy of the most recent and updated Personnel Policy Manual, and will sign acknowledgement of such receipt.

Implementation and administration of all personnel policies are the responsibility of management.

Professional memberships

The board recognizes the importance of employees staying current in fields related to their employment and the importance of maintaining professional status. Therefore, the library may pay of the cost of professional memberships for employees within the limits of the budget and provided such membership is in the best interest of the library.

The library may also pay the cost for employees to attend meetings related to their professional memberships if the meeting is judged to be in the best interest of the library.

Requests for reimbursement must be made to the library director and be given prior approval by the library director.

Nepotism

board members and members of their immediate families may not be employed by the library, except by vote of the board. Members of the immediate family of the library director may not be employed by the library without a vote of the board.

The term “immediate family” as used above is defined as the relationship of:

- Husband and wife
- Father and son or daughter
- Mother and son or daughter
- Brother and sister

A preexisting employee may have an immediate relative appointed to the Board. The Board member shall not vote and must recuse themselves on issues dealing with:

- Matters that have a financial impact on their immediate family member(s)

Per Louisiana Library Law 1120.4, Board members that must recuse themselves from voting “shall be prohibited from participating in discussion and debate concerning the matter.”

Equal employment opportunity/affirmative action

All employment decisions and personnel actions will be administered with the purpose of promoting and ensuring equal opportunity for all persons. All promotional opportunities will be publicized by one of the following means:

1. Positions covered by labor agreements—by formal vacancy posting, bid evaluation, and awarded in accordance with the terms of the appropriate agreements.
2. Management and secretarial positions—by bulletin board notification to employees of the vacancy, inviting submission of a written summary of qualifications for supervisor's consideration. In the absence of qualified in-house applicants, the position may be filled from sources outside the library.

All hiring and promotional decisions will be made on the basis of valid, written job requirements set forth in the appropriate position description or vacancy posting.

All library social and recreational programs will be administered on a non-discriminatory basis.

Sexual harassment

Sexual harassment undermines the integrity of the work environment and will not be tolerated within this organization. Sexual harassment may include words as well as acts, sexual advances, offensive touching, and offensive or derogatory sexual comments. All such conduct is forbidden particularly when:

- Submission to such conduct is explicitly or implicitly made a condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis of employment decisions affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Any person who believes that he or she has been subject to sexual harassment by a supervisor, fellow employee, board member, or any person calling upon the organization, should contact his/her supervisor or the library director. If the person believes the library director is the cause for a sexual harassment complaint, the complaint should be directed to the chairperson of the library board. All sexual harassment complaints will be promptly investigated. Where harassment is found to exist, immediate corrective action will be taken.

Smoking on library premises

Smoking and the use of tobacco are prohibited within all library facilities. Smoking outside of the building must not be closer than 25 feet to any entrance.

Drug-free workplace

Employees are the library's most valuable resource, and for that reason their health and safety are of paramount concern.

The manufacture, distribution, possession or use of alcohol or controlled substances, including amphetamines, barbiturates, heroin or opiate derivatives, or hallucinogens, while on the job or on library property will result in disciplinary action.

Alcohol is prohibited on library property and in library operations, and will not be allowed at any event or function hosted by the library unless approved by the board. No officer or employee of the library is authorized to provide or use alcoholic beverages on behalf of the library at any location. Library funds may not be used to purchase alcoholic beverages.

The legal use of drugs or controlled substances which are prescribed by a licensed physician is not prohibited, but employees in positions where such drug usage may affect the safety of themselves or others are required to make such use known to an appropriate library supervisor. Minimally, this obligation applies to employees operating library vehicles and employees using equipment which, if improperly used, may result in personal injury or property damage.

Any physical examination that the library requires may include testing for drug or alcohol use and abuse. Further, if the library has probable suspicion to believe that an employee is using or is under the influence of controlled substances or alcohol, the employee must submit to testing. If the employee refuses to submit to the testing or sign the consent form to allow such testing, it will constitute a presumption that the employee is under the influence of alcohol or drugs. Refusal to consent and cooperate in the drug testing will be grounds for immediate discipline.

Law enforcement officials will be notified whenever illegal drugs are found in the workplace, and the library will fully assist in any resulting investigation and prosecution.

Whenever possible, the library will assist employees in overcoming drug, alcoholism, or other problems which may adversely affect employee job performance, but the library will not tolerate drug usage that may affect the safety of its work force or others.

Safety and loss control

The library is committed to maintaining safety in its operations, on its property and in the delivery of programs and services.

The library director will provide for and actively promote ongoing safety and loss control training for all employees. The library director will institute procedures, where necessary, to ensure the safety of the work environment and will provide appropriate equipment to employees sufficient for the performances of their duties.

Accidents and losses due to accidents will be reported to the board monthly.

When necessary, the library director will review safety concerns and risk management plans with legal council to ensure legal compliance.

References for employees leaving the library

It is the policy of the library board that no employee or board member of the library will provide performance references for/about former employees.

When requests for such references are received, with appropriate releases from the former employee, they will be referred to the director of the library. The library director will provide the requesting party only the dates of employment for the former employee and a copy of this policy statement.

BOARD OFFICERS

Enumeration of Offices

Officers of the board will be a president, vice-president, and secretary elected by a majority vote of the board. The library director serves as the Secretary.

Duties

The **president** of the board will collaborate with the director to authorize calls for meetings, prepare board meeting agendas, preside at board meetings, appoint committees and committee chairpersons, sign official documents requiring signature, and may represent the board in public and official capacities as instructed by the board.

The president will also:

- Serve as the official spokesperson for the board or will appoint a replacement spokesperson
- See that orders and resolutions of the board are carried out
- Chair the Executive Committee.
- 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 in building their board skills
- Act to discipline board members who violate ethical standards of the board.
- Encourage all board members to participate in board activities.
- Ensure that all board members' views are represented in board meetings.
- Sign accounts payable checks (In the absence of the Board President, any two (2) board members may sign accounts payable checks.)

The **vice-president** will preside at board meetings in the absence of the president and exercises the President's functions and may, upon request of the President, take over any duties he/she is unable to perform. The vice-president may assume the office of the

president when the board determines that the president can no longer serve. The vice-president will also:

- Serve on the Executive Committee.
- Work with the president to be prepared to assume that office if necessary.
- Manage special assignments as requested by the board president.

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

- Issue notice of all meetings
- Upon consultation with the President, prepare the agendas for all meetings.
- Upon authorization of the President, notify the appointing body of any vacancies of the board.
- Ensure that all official documents are safely passed on to the next secretary.
- When required, the secretary will also sign notes, contracts, and other official agreements on behalf of the library and at the directions of the board
- Research the library records when necessary for information for the board.

Officer election process

Officers will be elected every year at the November meeting and will assume office on January 1 following their election in November.

- Election will be by voice vote (unless board asks for secret ballot by majority vote) at a meeting at which a quorum of board members is present.
- Only board members present for election will be allowed to vote for officers. There will be no "absentee ballots" or telecommunications voting.
- Officer candidates must have consented to seek office before their name is placed in nomination.
- Nomination will be open for any eligible candidate who has given prior consent.
- Board members will encourage candidates to disclose their interest in the office.

Terms of office

Terms of all officers will be for one year. Only properly elected members of the board may serve as officers of the board. There are no term limits for the offices of President and Vice President. The secretary shall not be limited in term as long as he/she remains the director.

Officer authority

Officers of the board are elected to be servant-leaders of the board. All authority of the officers is delegated to them by the board of directors. No officers will have any authority to speak or act on

behalf of the board other than that authority specifically granted in the board by laws, in board policy, or by majority vote of the board of directors.

Vacancies of officer positions

If a vacancy occurs in any appointed office because of resignation, death, ineligibility to hold office, or formal removal of an officer by the board, the board will notify the Parish Council of 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 of directors declares the position vacant. The vice-president will hold the office of president until the board elects a new president.

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

Removal of officers

The library board has the right to remove any officer from that 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 library mission, staff programs.
- Failure to inform the board about issues that might impact board decisions.
- Failure to attend required meetings as stated previously.

Procedure for removal of any officer from office will be simple majority vote of the board preceded by a written notice including reasons for removal and the date in effect for removal.

COMMITTEES OF THE BOARD

The board may establish or abolish standing or special committees as necessary.

Committee purpose

It will be the purpose of any committee appointed by the library board to assist the board of directors to govern more efficiently. 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.

Committee 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.

Committee 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 library board 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.

Appointment of committees

The President of the board will appoint the chairperson of each committee and all committee members taking into consideration the preference of the board members for committee assignment. All committees, with the exception of the Executive Committee, shall have a board member as chairperson. Board members will be polled as to their committee preference.

Non-board members may also be appointed as committee members (except on the Executive Committee). In appointing non-board committee members, it will be determined which board areas will need board candidates in future years. An effort will then be made to appoint non-board members from these areas as a means of leadership development.

Ex officio committee members

The President of the board will be an ex-officio member of all committees but will only vote on the committee to which he/she is assigned. The director or the director's delegated representative will be a nonvoting member of all committees as resource to the committee.

Duties of committee members

Duties of the members of individual board committee 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 and assignments for the committee.
- Support committee recommendations before the full board.

Committee meetings

Committee meetings will be scheduled when the need arises.

Minutes will be kept of committee meetings. The director shall act as Secretary for board committees, as needed.

Guidelines for the committee chairperson

The committee chairperson will be expected to lead the committee just as the board President is expected to lead the board. The chairperson shall be responsible for the completion of the objectives assigned to the committee. The committee chairperson is accountable for ensuring the productivity of the committee by:

- Planning the agenda for the committee meetings.
- Ensuring that all members of the committee are notified of committee meetings
- Convening committee meetings and keeping meetings on track.
- Encouraging the committee to take action on the issues discussed by the committee.
- Ensuring that reports and recommendations for action from the committee are presented to the full board.
- Leading the committee to evaluate its own operations.

Executive Committee

The Executive Committee will consist of the officers of the library board. This committee will meet as necessary to prepare issues to be presented to the full board and/or to make emergency decisions on behalf of the board when it is not possible to assemble a quorum of the board. The purpose of the committee is to address necessary business of the library that occurs during the intervals between board meetings.

Also, it shall be the duty of the Executive Committee to annually evaluate the performance of the library director and to prepare a written report to the board. The Executive Committee will meet with the director prior to the September meeting to establish general goals for the coming year, by which his/her performance evaluation will be judged. The President of the Board will be responsible for clarifying goals for the director. An evaluation should be done one year after the goals have been established and should be composed of the Board President as chairperson with two other members appointed by the President.

Finance Committee

This committee reviews the annual budget proposed by the director and administrative staff. The committee may accept the proposed budget or recommend changes. Major budget adjustments of new projects requiring substantial outlays of funds would be reviewed by this committee or by the board. The President and two (2) members appointed by the President will countersign the final, approved budget. They shall review the Investment Policy annually and set the budget calendar.

Buildings and Grounds Committee

This committee is concerned with the physical facilities, their condition, and operations. Major repairs or renovations of library outlets, including bookmobiles and other vehicles, would be considered by this committee.

Special Committees

Special committees for the study and investigation of specific problems or for the performance of specially assigned tasks may be appointed by the Board President. All special committees shall have a chairperson appointed by the President; the chairperson shall be responsible for the completion of the objectives assigned to the committees.

BOARD MEMBER JOB DESCRIPTION

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:
 1. Board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
 2. Library director oversight, which includes hiring, termination, disciplining, and ongoing evaluation of the library director;
 3. Personnel policies, which includes policies relating to the library director's employment, and ensuring that the library director has complete and up-to-date policies in place management of staff.
- Planning – Board members have three key responsibilities in this area:
 1. Establishing and reviewing the library's mission/philosophy/goals;
 2. Planning which services/programs the library provides; and
 3. Evaluating the library's services/programs and operations on a regular basis.
- Finance – Board member have four key responsibilities in this area:
 1. Ensuring financial accountability of the library;
 2. Overseeing an ongoing process of budget development, approval, and review;
 3. Raising funds and/or ensuring that adequate funds are available to support the library's policies and programs; and
 4. Overseeing properties or investments of the library.

- Community Relations – Board members have three key responsibilities in this area:
 1. Ensuring that the library’s programs and services appropriately address the needs of those we serve;
 2. Advocating for the library’s services/programs which includes an awareness that board members are always emissaries of the library and community; and
 3. Cooperative action, which includes determining occasions when the library could/should take part in coalitions, joint operations, etc.

- Organizational Operations – Board members have four key responsibilities in this area:
 1. Ensuring that the library’s management systems are adequate and appropriate;
 2. Ensuring that the board’s operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
 3. Ensuring that organizational and legal structure are adequate and appropriate;
 4. Ensuring that the library and its board members meet all applicable legal requirements.

Performance expectations for board members

In performing duties as a member of the library board, every board 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.
- Take responsibility and accountability for the 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.
- Demonstrate willingness to work as a team member with other board members and the library director.

Orientation

The President of the board shall appoint a mentor for orientation of new board members.

AMENDMENTS

A by-law committee will meet and will recommend changes to the full board. The Board may change or amend by-laws at any regular meeting of the board by a majority vote (of the quorum present).