

**PRESCOTT VALLEY PUBLIC LIBRARY, PRESCOTT VALLEY, ARIZONA  
BY-LAWS**

**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 shall be held on the first Tuesday of each calendar month at a regular time established from time to time by vote of the 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 (which is majority of the total Board), and shall be conducted according to “Robert’s Rules of Order, Newly Revised”.

Election of Officers shall be conducted annually at the July meeting of the Board.

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 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 Library Director. 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.

Authenticates by signature all official records and documents

**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 President or 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 issues all calls or notices of meetings for the Board and Committees.

The Secretary also –

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, including:

- (1) By-Laws
- (2) Previous minutes
- (3) Policy Manual
- (4) Robert's Rules of Order, Newly Revised
- (5) List of unfinished business
- (6) The Library Board of Trustees Reference Manual

Records in official Board minutes the names of all Committee members as appointed.

Provides Committee chairpersons with names of Committee members and Committee instructions.

Authenticates by signature (along with the President) all official records and documents.

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

Files copies of all agendas and other items under appropriate file headings in the Board file drawer.

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 competent 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 interview process for a Library Director, as requested.
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 a planned public relations program.
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 without notification, the Board member will be contacted by the Library Board President to discuss his/her willingness to serve.
12. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations
13. Be aware of the services of the County and State libraries.
14. Report as needed to the rest of the Board the progress and needs of the Library.
15. Participate in development of the annual report to the Council (per §zstd9-418) on or before the last regular Council meeting in June.
16. Assist the Council in the appointment of new Members (at the invitation of the Council).
17. Assist the Council in the adoption of the final, annual Library budget and in development of any capital or other expansion projects.
18. Assist the President in establishing needed Committees.

#### **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. Recommend employment of Library personnel and supervise their work.
  3. Carry out Board policies
  4. Suggest and carry out plans for extending Library services.
  5. Prepare regular reports on the Library's current progress and future needs.

6. Maintain an active program of public relations.
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

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 such a time frame as to be included in the Open Meeting public notice.

**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 seventh day of May, 2013.

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Larry Martin, President

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Donna Morgan, Member

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Kenneth Fahlman, Member

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Karyl Colozze, Secretary

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Elayne Brady, Member

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Lucila Mangels, Member

**Ratified by Prescott Valley Town Council**

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Harvey C. Skoog, Mayor

**Attest:**

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Diane Russell, Town Clerk

**Approved as to Form:**

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Ivan Legler, Town Attorney