

# Library Administration & Governance

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## Nevada Public Library Policy Manual

Last revised 3/27/24

### Library Administration and Governance

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## Nevada Public Library's Mission Statement

*"Transforming lives and building community through information, education and recreation."*

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## Nevada Public Library's Vision

Nevada Public Library will be a quality library that responds to the needs of our patrons and serves as a cornerstone of our vibrant community by;

- Uniting and strengthening the community we serve by providing access to resources and programming that enriches the lives of library users,
  - Implementing visionary innovation that responds to the changing information and learning landscape, and
  - Fostering community engagement that supports the advancement of services and the growth of the local economy.
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## Nevada Public Library's Service Priorities

### 1. Customer Experience

Provide an outstanding library experience to everyone.

### 2. Learning and Discovery

Connect people to information, experiences, and experts that help them learn and grow.

### 3. Community Connections

Bring people together to share ideas and engage in collaborative community projects.

### 4. Innovation and Leadership

Embrace technologies that improve our library and empower our community.

### 5. Good Stewardship

Secure the future of our library through sound financial policies and a diversified funding strategy.

## Business Operations

### CONTACT INFORMATION

Library Name: Nevada Public Library

Address: 218 W. Walnut St., Nevada, MO 64772

Phone: (417) 448- 2770

Website: nplmo.org

### HOURS OF OPERATION

Monday, Wednesday, Friday	9a – 5p
Tuesday & Thursday	9a – 7p
Saturday	9a – 1p

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## Holidays

Nevada Public Library will be closed on the following days:

New Year's Day

*MLK Jr. Day - Collection Inventory (staff only)*

President's Day

Memorial Day

*Juneteenth - Diversity, Equity, and Inclusion training (staff only)*

Independence Day

Labor Day

*Columbus Day/Indigenous People Day - Staff Development & Safety training (staff only)*

Veterans Day

Thanksgiving

Friday & Saturday after Thanksgiving

Christmas Eve

Christmas Day

*Observance of some holidays will vary according to the day of the week on which they fall. A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.*

The Library may be closed on other days designated by the Board of Trustees, or by the Director for special circumstances or emergencies.

## Inclement Weather & Emergency Closing Policy

The Library Director shall have the authority to close the Nevada Public Library when necessary, including, but not limited to construction, power outages, and weather. The Board President may authorize emergency closures when the Library Director is unable to immediately respond to emergency notifications.

Unscheduled closings of any form will be announced to the public via the Nevada Public Library website, social media, physical signage when possible, local news media outlets, and voicemail.

## Library Organization Chart

Voters of Nevada			
City Council / Mayor of Nevada, MO			
NPL Executive Director			
Circulation Supervisor (Leadership Team)	Youth Services Coordinator (Leadership Team)	Technical Services Coordinator (Leadership Team)	Custodian
Library Assistant/ Clerk	Volunteer - Programs	Volunteer - Collection	
Library Page			

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## ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

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## Confidentiality of Records & Privacy

The Nevada Public Library agrees in spirit with the U.S. Privacy Act of 1974 and the Policy on the Confidentiality of Library Records adopted by the Council of the American Library Association, January 20, 1971, and affirms the belief that people have the right to be secure against unreasonable or unwarranted invasions of privacy. Administrative and Library records are retained in accordance with MO Rev Stat § 109.255 (2020). See retention schedule [general operations](#) & [library-specific documents](#).

In addition, the library supports and complies with applicable Missouri Statutes regarding the confidentiality and disclosure of library records. Pursuant to these Missouri statutes, MO Rev Stat § 812.815 & 812.817 (2020), all library records that identify a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users are confidential.

Library materials include any book, ebook, digital resource or material, document, film, record, artwork, or other library property which a patron may use, borrow or request. These include, but are not limited to, registration information, circulation records, database search records, computer use records, and interlibrary loan or reference records. Library staff may access these records only for the purpose of performing their assigned duties and as necessary for the efficient operation of library programs and services.

Library records will not be released or disclosed except

1. In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such a record is necessary to protect the public safety or to prosecute a crime, after confirming that the order is in proper legal form.
2. To the library's contractors and consultants for use in the course of carrying out library operations, or for conducting surveys and evaluations of the library's delivery of services.
3. To a recovery agent contracted by the library for the collection of fines, fees, and non-returned library materials.
4. In response to a person's written request to release or disclose the patron's library records. Written consent for the release or disclosure of such records may be obtained generally in advance or in specific situations. The person identified in the record or person to whom records are being released or disclosed shall present identification as required by library staff.
5. In response to the written request of a parent or guardian of a minor child to release or disclose library records pertaining to the child's account for which they are responsible. The parent/guardian's name must be listed on the child's account. Written consent for the release or disclosure of such records may be obtained generally in advance or in specific situations. The parent/guardian or person to whom records are being released or disclosed shall present identification as required by library staff.

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Code of Conduct or other policies, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected.

Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

*Adopted by Trustees of Nevada Public Library 04/2017*

## Missouri Sunshine Law

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request;

and WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records;

and WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the acting Nevada Public Library Director be and hereby is appointed custodian of the records of Nevada Public Library and that such custodian is located at 218 W. Walnut Street, Nevada, MO, 64772.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fee to be charged for access to or furnishing copies of records shall be as hereinafter provided: 10 cents per page for paper copies, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
4. That it is the public policy of the Nevada Public Library that meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Nevada Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

*Adopted by Trustees of Nevada Public Library 04/2017*

## Social Media Policy

### Definition of Social Media

For the purposes of this policy, social media is defined as any web application, website, or account created and maintained by the Nevada Public Library and its staff in their role as employees of the Library. This includes but is not limited to social networking sites such as Facebook, Twitter, Instagram, Pinterest, blogs, and YouTube.

### Purpose of Social Media

The Nevada Public Library endorses the use of social media technology by the Library for the following purposes:

- To raise awareness of Library materials, resources, services, programs, and facilities;
- To provide reader's advisory services;
- To foster connections, engage, and interact with community members, Library patrons, other community organizations, and Library community partners;
- To provide online customer assistance when feasible and practical under current practices and policies; and
- To disseminate time-sensitive information such as Library closings, power or phone outages, or other situations that may impact regular Library services.

### Posted Content is Not Endorsement

Nevada Public Library's social media forums are an extension of other Library services and marketing platforms.

- Recommendation of a book, genre, or resource implies neither approval nor disapproval of content, topics, subject matter, or points of view by the Library.
- Posts shared from other entities containing news or events deemed relevant to Library patrons by Library staff are not endorsements of those specific businesses, organizations, or community partners.
- Social media posts about or of any private and public meetings, events, and gatherings held on Library property in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented. See *Meeting & Study Rooms Policies for more information*.

### Maintaining Social Media Sites

The Library Director will assign staff who will assist in maintaining and editing the content of Nevada Public Library social media accounts, and engage with the public and community organizations as necessary. Whenever possible, social media sites should feature the Nevada Public Library name, logo, website, and contact information prominently.

Decisions regarding the creation of new social media accounts associated with the Nevada Public Library or its ancillary groups must be approved by the Executive Director or their designee.



**Staff Use of Social Media**

Social media posts and interactions by Library staff, whether on Library-maintained social media accounts or personal social media accounts, must not compromise data confidentiality, Library integrity, and patron privacy (see Confidentiality of Library Records & Third Party Partners Privacy Policy). The same standards of conduct, principles, and guidelines that apply to Library employees in the performance of their assigned duties, apply to employee social media use.

**Social Media Code of Conduct**

The Nevada Public Library welcomes and encourages comments, posts, and messages by the community on Library social media sites. Nevada Public Library reserves the right to moderate, and, if necessary, remove comments posted on its social media accounts that include, but are not limited to, the following: intellectual property violations or plagiarized items; off-topic comments and/or disruptive posts; commercial promotions/spam; duplicate posts from the same individual; threatening language, personal attacks, and private or personal information published without consent; obscene content and comments; sexist, racist, or libelous content; exclusive language; political advocacy; and posts that violate any laws or Library policies. Any user, or users, who repeatedly violate the Library's social media policy may be barred from further postings.

By posting on the Library's social media sites, the user grants permission to use their name or username, profile picture, and the content of any posting they make without compensation or liability. This permission ends when the posting is deleted.

Comments, posts, or messages by users on Nevada Public Library social media sites reflect neither approval nor disapproval by the Nevada Public Library of content, topics, subject matter, or points of view of those commenting, posting, or messaging. Users of the Library's social media sites, of all ages, are responsible for protecting their privacy, and should not post personally identifying information, such as last name, school, age, phone number, or address.

**Patron Privacy on Social Media**

The Nevada Public Library's social media accounts must not compromise data that would violate patron and staff privacy. While there is no reasonable expectation of privacy when participating in Library programming or Library sponsored events, the Library will strive to acquire consent through expressed (permission in writing) or oral consent (verbal) before posting any identifiable pictures of patrons. Please contact [info@nplmo.org](mailto:info@nplmo.org) if you would like to request that posted images of yourself or your dependents be removed from the Library's social media accounts.

**BOARD BY-LAWS**

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**Nevada Public Library Board Bylaws**

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  - 3.2 Number of Qualifications
  - 3.3 Organizational Calendar
  - 3.4 Term of Office
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Article I  
Organization

The Nevada Public Library began its organizational process in 1898. Seventeen ladies met in the Mitchell Hotel and elected Mrs. Rose Kimball as the first President. Books were collected in a house-to-house canvass and donations from private collections also came in. The library was located in the Duck Block at the northeast corner of the intersection of Washington and Cherry. In 1908, the library was moved to the new courthouse but soon became too crowded and negotiations began with the Andrew Carnegie Foundation in 1912 for a building.

The Nevada Public Library was formally established in 1917. The new library building was erected with the aid of a grant from the Carnegie Foundation for \$17,500.00. The city provided the site at Austin and Ash and established a continuing tax allotment for its support.

Over time, the library outgrew the Carnegie building. The building at Ash and Walnut was given to the library by the Finis M. Moss Charitable Trust. Remodeling was paid for by private donations from individuals and businesses and a matching grant from the Moss Trust. The current library building opened on May 12, 1997, at 218 W Walnut St.

Article II  
Purpose

The purpose of the Nevada Public Library is to provide library services to the residents of Nevada, Missouri, and to provide access to the library to residents in the surrounding area.

The Board of Trustees shall represent the Library both to the people and the governing officials. The primary responsibility of the Board is to establish Library policy. Members of the Board of Trustees shall represent the entire library district and have their responsibilities fixed by Chapter 182 of the Revised Statutes of the State of Missouri, and other applicable laws. Such statutes shall serve as a basis for establishing policies that reflect the needs of the Library District and provide efficient, effective and informative services.

Article III  
Board of Trustees

**Section 3.1** Duties of the Board of Trustees.

The Board of Trustees shall: (1) Determine the policy of the Library District and develop the highest possible degree of operating efficiency. (2) Select and appoint a competent Director. (3) Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget. (4) Through the Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total Library program. (5) Study and support legislation that will bring about the greatest good to the greatest number of library users. (6) Cooperate with other public officials and boards and maintain vital public records. (7) Suggest to the appointive body a list of eligible individuals from the library district to fill vacancies on the Board.

**Section 3.2 Number of Qualifications.**

The Board of Trustees of the Library District shall be composed of nine (9) members. Two of whom may be residents of Vernon County, but not residents of the city of Nevada.

All appointees shall be residents of Vernon County.

**Section 3.3 Organizational Calendar.**

The fiscal year of the Library District shall be from July 1 to June 30 of each year.

The Board year shall be from July 1 to June 30 of each year.

**Section 3.4 Term of Office.**

A Full Term of Office shall be a period of three (3) years. Terms of Office shall be staggered such that no more than three (3) Terms of Office shall expire in any given year. When possible, Trustees shall be appointed for a Full Term of Office. Appointments for a vacancy in an unexpired term of Office shall be made only for the unexpired portion of that Term.

When possible all Full Term Appointments and Partial Term Appointments of Office shall coincide with the Board year such that new appointments will begin on July 1 of the Board Year. Expiring appointments shall end on June 30 of the Board Year.

**Section 3.5 Resignations. Vacancies.**

Any Resignation or Vacancy which occurs in the unexpired term of a Trustee shall be filled by appointment by the Mayor of the City of Nevada.

A Letter of Resignation shall be sent, by the resigning Trustee, to the President of the Board, with a copy to the Director of the Library. Upon receipt of a Letter of Resignation, the President or Secretary shall immediately cause the Mayor to be notified of the Vacancy and request that the Mayor appoint a Trustee to fill the unexpired portion of the Term. Notification of the Vacancy may be delegated to the Director of the Library.

**Section 3.6 Term Limits.**

No Trustee shall serve more than three (3) full Term appointments. Trustees shall be expected to resign from the Board at the completion of this Term Limit.

In the absence of an announced appointment by the Mayor, Trustees shall be expected to maintain the duties of their appointment until such time when a successor is appointed and qualified.

**Section 3.7 Compensation.**

Members of the Board of Trustees will be volunteers and serve without financial consideration from the Library District. All travel, meals, subsistence to attend Board meetings, shall be at the sole expense of the individual Members.

**Section 3.8 Public Officials.**

For the purpose of ensuring effective and responsible governance of the Library District, the members of the Board of Trustees shall be considered to be Public Officials, not employees. All Board discussions concerning any member of the Board of Trustees shall be conducted in compliance with Chapter 610 of the Revised Statutes of the State of Missouri (Sunshine Law), and other applicable laws governing public meetings.

**Section 3.9 Attendance at Meetings.**

Members of the Board of Trustees are expected to attend meetings of the Board. The Board of Trustees may request the resignation of any member who has been absent for three (3) consecutive

Board meetings or four (4) meetings during a twelve (12) month period. Board members are expected to inform the Library Director when they are unable to attend a meeting.

**Section 3.10 Board Censure.**

In the event of misconduct or neglect of duty by any member of the Board of Trustees, the Board may publicly reprimand a fellow Trustee through a vote of Censure.

A Motion of Censure may be brought to the Board of Trustees at any time and by any member of the Board of Trustees during a Regular or Special Meeting of the Board of Trustees. A Motion of Censure may only be passed by an affirmative vote of no less than two-thirds (2/3) of the Board of Trustees.

Upon approval of a Motion of Censure, the President or Secretary shall in a timely manner cause the appointing authority to be notified of the Board Censure. Said notification shall state the reason for the Censure and ask the appointing body to address the issue of misconduct or neglect of duty cited by the Board of Trustees.

Article IV  
OFFICERS

**Section 4.1 Officers.**

The Officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

**Section 4.2 Election and Terms of Officers.**

The officers so designated shall be elected at the regular June meeting of the Board, or as soon thereafter as the Board shall otherwise provide, and upon being so duly elected shall hold office for a term of two (2) years or until their successor be elected. If any officer resigns, is not reappointed by the appointing authority, or becomes so incapacitated to be unable to serve and perform the duties of the office, the Board shall at its next regular meeting elect a successor from other members of the Board to serve for the unexpired term of office.

**Section 4.3 Vacancy in Office.**

Any vacancy occurring in any of the Offices of the Board of Trustees shall be filled by nomination and election at the next regular meeting of the Board. Any person elected to Office to fill such vacancy shall hold Office until the next regular Election of Officers.

**Section 4.4 President. Duties of.**

It shall be the duty of the President to preside at all meetings of the Board of Trustees and to appoint all Committees not otherwise provided for. The President shall perform all duties provided by law. The President shall be the chief executive of the Library Board and, in general, do all things customarily provided by said Office, and shall be an ex-officio member of all committees of the Board.

**Section 4.5 Vice-President. Duties of.**

In case of absence, inability or refusal to act, of the President, the duties of that Office, as above provided, shall devolve upon the Vice-President. In case a vacancy occurs in the Office of the President, then, in such an event, the Vice-President shall perform all functions of the President until a successor for the unexpired term is elected.

**Section 4.6 Secretary. Duties of.**

In case of absence, inability or refusal to act of the President or Vice-President, then, in such event, the duties of that office, as above provided, shall devolve upon the Secretary. The Secretary shall be responsible for all official correspondence of the Board of Trustees and shall cause a permanent record of the proceedings of the Board to be kept. The Secretary shall be responsible for the oversight of all policy of the Library governing public meetings and access to public records and to perform such other duties as, from time to time, the Board may direct.

The Board of Trustees may delegate such duties as may be desired, and as may be approved by the Board to a Recording Secretary. The Recording Secretary may or may not be an employee of the Library, but in performing such duties shall be considered within the direct employ of the Board, and shall serve at its pleasure. Such delegation shall in no way, however, relieve the Secretary from responsibility for the performance of statutory duties.

**Section 4.7 Treasurer. Duties of.**

In case of absence, inability or refusal to act of the President, Vice-President or Secretary, then, in such event, the duties of that office, as above provided, shall devolve upon the Treasurer. The Treasurer shall be responsible for the oversight of all financial policy pertaining to the Library District. In addition, the Treasurer shall ensure that positions on the Board or with the administration of the Library that deal with funds shall be sufficiently bonded, at the cost of the Library to protect the Library's financial interests.

The Treasurer shall delegate normal supervision of financial duties to the Director of the Library District, who shall present to the Board, at its regular meetings, a complete financial report.

Article V

Meetings of the Board of Trustees

**Section 5.1 Regular Meetings.**

The regular meetings of the Board of Trustees shall be held at the library at 218 W. Walnut on the fourth Thursday of each month at 5:15 p.m. unless otherwise scheduled.

**Section 5.2 Notice of Meetings.**

Notice of regular meetings shall be emailed or delivered to every member of the Board of Trustees at least three (3) days before the date of said meeting. Meeting notices shall also be publicly posted, in accordance with the Revised Statutes of the State of Missouri, in District buildings in which direct services are provided to the public.

**Section 5.3 Special Meetings.**

The President of the Board may, or at the request of three (3) members of the Board of Trustees, call a special meeting of said Board, stating the object of said meeting. Trustees shall be given a minimum of twenty-four (24) hours prior notice of any such special meeting unless good cause justifies a departure from this requisite, in which case such good cause shall be stated in the minutes of the meeting. No business shall be transacted at said special meeting except as stated in the call thereof, without the unanimous consent of all members of the Board of Trustees.

All special meetings must be held with a minimum of twenty-four (24) hours public notice and at a place reasonably accessible to the public, unless good cause justifies departure for these requisites, in which case such good cause shall be stated in the minutes of the meeting.

**Section 5.4 Executive Session/Meeting.**

Executive Session/Meeting may be called by the President or at the request of three (3) members of the Board of Trustees. Only those items as defined by Chapter 610 of the Revised Statutes of the State of Missouri (Sunshine Law), and other applicable laws governing public meetings may be discussed during an Executive Session/Meeting.

**Section 5.5 Quorum.**

A simple majority of the current appointed Board shall constitute a quorum for the transaction of business at all meetings of the Board of Trustees. In the event that a quorum shall not be present, a majority of those present may adjourn said meeting, once the time and place of the next meeting is established. No other notices of such adjournment shall be required.

**Section 5.6 Public Records.**

All minutes of the Nevada Public Library Board shall be considered open records except those protected under applicable Statutes of the State of Missouri. Minutes shall be made available to the public upon approval by the Board of Trustees.

**Section 5.7 Parliamentary Law.**

In all matters of procedures not specifically covered herein, the Board shall be guided by the rule of reason. The Trustees, through a simple majority, may require that meetings be conducted according to Robert's Rule of Order.

Article VI  
Library Director

**Section 6.1 Director and Library Staff. Employment and Compensation.**

The Board of Trustees shall retain powers of hiring, evaluating, remunerating and disciplining the Director of the Library District under general personnel policies as established by the Board (references to the supervisor or Director in these policies shall be constructed as meaning the Board as a whole). Annual evaluations of the Director shall be conducted by the Board of Trustees.

**Section 6.2 Director and Library Staff. Duties of:**

The Director shall be the Executive Officer of the Board and Administrative Officer of the Library and shall serve at the pleasure of the Board of Trustees.

The Director shall be held responsible to the Municipal Library District for the care of the buildings and the equipment, for interviewing and hiring of new personnel, for the direction of staff members, for dismissal of staff when necessary, for the efficiency of the Library's service, and for the operation of the Library under the financial conditions set forth in the annual budget.



The Director shall attend all Board meetings except those at which his or her appointment or salary is to be discussed or decided. The Director will make an annual report to the Board of Trustees stating the condition of the Library and its services. As a Public Record, the report shall be submitted to the Mayor of the City of Nevada and to the Missouri State Library by the Board of Trustees of the Library District.

Article VII  
Committees

**Section 7.1** Committees.

The following standing committees shall be appointed by the President:

Budget and Finance Committee

Materials Committee

Building and Grounds Committee

Each committee shall consist of a Chairman and at least two other members of the Library Board. The President of the Board and the Director of the Library shall be ex-officio members of all standing committees.

Special committees may be appointed by the President upon instruction of the Board or as indicated by special needs. Such committees shall serve until the completion of the work for which they were created, or until they are terminated by action of the Board.

Article VIII  
Indemnification

The Nevada Public Library will defend, indemnify and hold harmless any one or all of the Trustees of the Library for any mistake of judgment or other action taken in good faith by the Trustees in performance of their statutory duties, unless resulting from willful negligence or bad faith. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such Trustee may be entitled.

The Board of Trustees, at its discretion, may authorize the purchase of a policy or policies of insurance against liability, by the Board, and its employees to indemnify any person pursuant to this By-law, which shall contain such terms and conditions as the Board may deem appropriate to the extent and in the manner permitted by law.

Article IX  
Professional Services

The Board may, at its discretion, authorize a qualified attorney-at-law to represent the Board of Trustees in legal matters.

An audit of all accounts of the Library District shall be made at the motion and a majority vote of the Board. An annual financial report will be prepared by a certified public accounting firm appointed by the Board of Trustees and shall be a public document. (revised 5/25/17)

Article X  
Conflict of Interest

The Board of Trustees shall adopt and annually review a Conflict of Interest Policy. The purpose of the policy shall be to protect the Library District's interest when it contemplates entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees, or Director of the Library, or might result in a possible excess benefit transaction.

Article XI  
Nepotism

No person shall be employed by the Board of Library Trustees or by the Director who is related within the third degree by blood or marriage to any Trustee of the Board.

Article XII  
Amendments of By-laws

These By-laws may be amended at any regular meeting of the Library Board by unanimous vote of the Board. In the absence of a unanimous vote, such amendments shall be considered passed and in force if carried by a two-thirds majority at the next regular meeting of the Board, providing a quorum is present, and all Board members are advised in writing of the action to be taken at least two weeks prior to the next meeting.

## Major Board Decisions

The Board of Trustees may declare agenda items to be Major Board Decisions. Major Board decisions shall require **a minimum twenty-day** study period before enactment. Any changes to Goals, Expansion and Physical Plant, By-laws of the Board, and Collections Management Policy, are considered to be Major Board Decisions.

The Budget Document shall be developed over a period of months beginning no later than April of the calendar year preceding the fiscal year. Major public policy decisions related to the budget shall be presented to the Board and the resulting decisions incorporated into a document to be presented for final passage.

The Director or Board President may recommend that other policies, agreements or actions of the Library by their nature constitute a Major Board Decision.

Other decisions may be tabled as per Robert's Rules of Order upon a majority vote of those present.

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## Order of Business

The Order of Business of the Nevada Public Library Board shall be:

- Call to Order
- Roll Call
- Public Comments
- Minutes
- Reports
  - o Financial
  - o Director's
  - o Committee's
  - o Special Projects
- Activities at the Library
- Unfinished Business
- New Business
- Adjournment

## Quorum of the Board

The Quorum of the Board of Trustees shall consist of five members. If a quorum is not present, reports may be given but no agenda business shall be undertaken.

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## Audience Participation, Board Meetings *(rev. 3/27/24)*

It is the policy of the Trustees of the Nevada Public Library to elicit input from customers and citizens of the Library District. The public is invited to attend all meetings of the Nevada Public Library Board except those designated as an executive (closed) session under MO Chapter 610.

A period of up to fifteen minutes for general comments from customers and citizens shall be scheduled at the beginning of each Board Meeting. Each speaker will complete a comment form which will include the speaker's name, address, telephone number, e-mail address, residency status, group affiliation (if any), and a brief description of the topic the speaker wishes to address. Each person may speak up to three (3) minutes. If no customer or citizen forms are submitted at the beginning of the meeting, this period will be forfeited.

### **Priority of comments is given to:**

1. Active cardholders of Nevada Public Library;
2. Residents of the City of Nevada, Missouri, within city limits;
3. Residents of Vernon County, Missouri, outside of city limits.

Upon conclusion of the Public Comment portion of the agenda, unless requested by one of the Trustees present at the Board meeting, comments on specific agenda items will not be accepted from the audience. The Board may schedule a special listening session(s) designated for community input if a large number of requests to the Board are received.

*At no time will the Board hear personnel comments during the public comments portion of a business meeting because personnel matters are generally confidential. Please contact the Board via email or otherwise in writing regarding personnel comments.*

As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.

## Communication in Writing

Written correspondence may be directed to the Board for consideration at meetings. Statements of two pages or less are encouraged. The correspondence should be made to the Director's attention (7) days in advance of the scheduled meeting of the Board. Such correspondence shall be included in the reports and correspondence portion of the agenda.

Attn: Library Director/ Board of Trustees  
218 W. Walnut St, Nevada, MO 64772

[director@nplmo.org](mailto:director@nplmo.org)

This policy does not pertain to employee grievances or citizen requests for reconsideration of library materials, both of which are addressed by other policies. These rules may be suspended by motion and majority vote of the Board.

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## ALA PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

### *Official Statement from United for Libraries*

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their Library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.