

## **Bylaws of the Salado Public Library District**

### **Article I**

#### **Section 1 – Name**

The name of the political subdivision shall be The Salado Public Library District, as approved on the 2<sup>nd</sup> day of May 1998, by the voters who reside within the boundaries of the District. Those boundaries are recorded at the office of the Bell County Clerk and are attached to the Canvass of the Election by the Bell County Commissioners' Court.

#### **Section 2 – Location**

The District's administrative office shall be located at the Salado Public Library, 1151 N. Main Street, Salado, Texas.

#### **Section 3 – Purpose**

The purpose of the District, as established by Chapter 326 of the Local Government Code, shall be to establish, equip and maintain one or more public libraries within the boundaries of the District for the dissemination of general information relating to the arts, sciences and literature to the residents living within the District and in the surrounding areas. The District shall create an environment that encourages a love of reading and promotes lifelong learning opportunities

### **Article II**

#### **District Administration**

#### **Section 1 – Board of Trustees**

The District shall be governed by a five member Board of Trustees. Members are elected by the qualified voters within the boundaries of the District. No person can be elected to the Board unless the person is a resident of the District and a registered voter of Bell County, Texas. A Trustee who moves his place of residence out of the District must resign from the Board.

As specified in Chapter 326 of the Local Government Code, the two Trustees who received the fewest number of votes in the election that confirmed the District's creation shall serve until the May 1999 uniform election date. The three Trustees who received the highest number of votes shall serve until the May 2000 uniform election date. Thereafter, each Trustee shall serve a two-year term.

#### **Section 2 – Election of Trustees**

The general election for Trustees shall be held annually on the May uniform election date. Vacancies that occur on the Board between elections shall be filled by appointment by the remaining Trustees. The appointee shall serve out the unexpired term of his predecessor in office.

## **Bylaws of the Salado Public Library District**

### **Section 3 – Resignation**

Upon at least thirty days written notice to the District, a Trustee may tender his resignation as a Trustee subject to the provision of Article XVI, Section 17, of the Texas Constitution, which states that all officers of the state shall continue to perform the duties of their office until their successors shall be duly qualified. The resignation of the Trustees shall be effective upon acceptance by the District.

### **Section 4 -- Oath**

Each Trustee must take the official oath required of members of the Texas Legislature before beginning the Trustee's duties.

### **Section 5 – Officers; Terms of Office; Officer's Duties; Quorum**

- (a) The Trustees shall elect from among themselves a President, Vice President, Secretary and Treasurer. These elections shall take place at the first meeting of the Board after the May general election for Trustees. Each officer shall serve a one-year term. An officer shall serve no more than three successive terms in the same position. After being out of the position for at least one year, a Trustee may be reelected to that office.
- (b) The President presides at all Board meetings and is the Chief Executive Officer of the District.
- (c) The Vice President acts as the President if the President is incapacitated or absent from a meeting.
- (d) The Secretary shall keep a true and accurate record of all meetings and shall act as President if both the President and Vice President are incapacitated or absent from a meeting.
- (e) The Treasurer shall be the disbursing officer of the Board. The Treasurer will receive all funds and allocate their distribution, submit a monthly report of the financial status of the District, and prepare an annual budget.
- (f) The Board may appoint a Deputy Secretary to assist the Secretary. The deputy Secretary may certify the authenticity of any record of the District.
- (g) Three Trustees constitute a quorum, and a concurrence of three is sufficient in any matter relating to the business of the District, with the exception of item (h).
- (h) In matters related to the tax rate, and (or) boundaries of the district, action must be approved by a unanimous vote of the full board.

### **Section 6 – Meetings and Notice**

The Board shall have its regular meeting on the 4<sup>th</sup> Monday of each month at the Salado Public Library at 4:30 p.m., or at such other time and place as set by the Trustees. The Board may have special meetings at other times, as the business of the District requires. Special meetings may be called by the President or at least two other members of the Board may call special meetings. The Board shall comply with the posting and notice requirements and all other requirements of the Open Meetings Act. Meetings shall be conducted in accordance with Roberts Rules of Order.

## **Bylaws of the Salado Public Library District**

### **Section 7 – Management of the District**

- (a) The Board has control over and shall manage the affairs of the District.
- (b) The Board shall employ any person, firm, partnership, or corporation the Board considers necessary for conducting the affairs of the District.
- (c) The Board shall determine the term of office and compensation of any employee or consultant by contract or by resolution of the Board.
- (d) The Board may remove any employee.

### **Section 8 – Library Director**

The Board may employ a Library Director to administer the affairs of the District under policies established by the Board. The Board shall set the compensation of the Library Director.

### **Section 9 – Bond**

The Board may require an officer or employee to execute a bond payable to the District and conditioned on the faithful performance of the person's duties.

### **Section 10 – Trustee Interested in Contract**

- (a) A Trustee who is financially interested in business with the District, or is an employee of a person that is financially interested in business with the District, or is a relative of a person that is financially interested in business with the District; shall disclose that fact to the other Trustees. The disclosure shall be entered into the minutes of the meeting. That Trustee may not vote on the acceptance of the business arrangement or participate in the discussion on the business arrangement.
- (b) The Failure of a Trustee to disclose the Trustee's financial interest or other relationships as listed in (a) and to have the disclosure entered in the minutes invalidates the business relationship and any contract that has been made.

### **Section 11 – Fiscal Matters**

- (a) The District's fiscal year shall be September 1 through August 31.
- (b) At the end of each fiscal year, the District shall have an audit of its financial affairs by an independent, certified public accountant. The auditor shall be appointed by the Board and shall report to the Board.
- (c) A signed copy of the audit report shall be delivered to each Trustee not later than the 120<sup>th</sup> day after the closing date of each fiscal year.
- (d) A copy of the audit report shall be kept on file at the District office and shall be made available for inspection by any interested person during regular business hours.
- (e) The District's money may be disbursed only by check, draft, order, or other instrument that must be signed by one or more officers or employees of the District as designated by the Board of Trustees.
- (f) The Board shall designate one or more banks inside or outside of the District to serve as the depository for District money.
- (g) Tax revenue of the District shall be deposited in a depository bank,

## **Bylaws of the Salado Public Library District**

- (h) Tax revenue of the District may be invested in an obligation that is an authorized investment for the state.
- (i) District money other than tax revenue may be invested in accordance with policies adopted by the Board.

### **Section 13 – Committees**

- (a) The Board may create other Board or non-Board committees as may be required to carry out special tasks.

## **Article III** **Powers of the District**

### **Section 1 – Summary of Powers**

A Library District is a political subdivision of the state and has full authority to carry out the objectives of its creation, including establishment and maintenance of public libraries.

A Library District may:

- (a) acquire, purchase, hold, lease, manage, occupy and sell real and personal property or any interest in that property;
- (b) enter into and perform any necessary contracts;
- (c) appoint or employ necessary officers of the Boards, agents and employees;
- (d) sue and be sued;
- (e) impose and receive sales and use taxes as prescribed by Chapter 326 of the Local Government Code;
- (f) impose any necessary charges or fees for providing services of the District;
- (g) accept and receive donations;
- (h) borrow money;
- (i) administer any trust declared or created for any library operated or maintained by the District;
- (j) establish policy to govern the running of the library or libraries of the District;
- (k) perform other acts necessary to carry out the intent of Chapter 326 of the Local Government Code.

## **Article IV** **Conflicts**

If any article or section of these bylaws is deemed to be in conflict with Chapter 326 of the Local Government Code, the wording of the Code shall prevail.

## **Article V** **Amendments**

These bylaws, with the exception of Article II Section 5 letters (g) and (h), may be amended by a majority vote of the Board of Trustees at any regular meeting, or at a special meeting held for that purpose, notice of which has been given to each Trustee at

**Bylaws of the Salado Public Library District**

least ten days in advance of the meeting, whether regular or special. Article II Section 5 letters (g) and (h) may only be amended by unanimous vote of the full Board of Trustees.

Approved by the Board of Trustees of the Salado Public Library District on the 26<sup>th</sup> day of September, 2022.

\_\_\_\_\_, President

\_\_\_\_\_, Secretary