

Bylaws of the LaRue County Public Library
BOARD OF TRUSTEES

Article I. Name and Authority

The name of this board is the LaRue County Public Library Board of Trustees, hereinafter referred to as "the Board." The LaRue County Public Library, hereinafter referred to as "the Library," is located in LaRue County, Kentucky and is special taxing district.

Article II. Purpose

The Board shall govern the operations of the Library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the library laws of the Commonwealth of Kentucky to establish, equip and maintain library services and do all things necessary to provide efficient library services in and for the citizens of Larue County.

Article III. Membership

- The membership of this board shall consist of five members.
- Trustees are considered to be qualified to serve after they have been appointed by the appointing authority and have taken an oath of office.
- The members of the Board shall not receive compensation for their services.
- Absence of a member from four (4) regular monthly board meetings during a term year shall be considered to be an automatic resignation from the Board.

Article IV. Terms

- Trustee terms shall begin on July of the year of his/her appointment.
- Trustees shall serve a term of four (4) years unless they are removed or resign.
- Trustees may serve two (2) consecutive terms, after which they may not succeed themselves or be re-appointed earlier than 12 months after the end of their last service.
- Members continue to serve until their successors are appointed and qualified.
- When a member resigns, a successor will be designated by the appointing authority to fulfill the remainder of member's term.

Article V. Duties of Members

It is the duty of the Board of Trustees to "establish, equip and maintain libraries and do all things necessary to provide efficient library service". To accomplish this, the Board of Trustees shall:

- Employ a competent and qualified library director.

- Attend board meetings regularly and ensure that accurate records are kept on file at the Library in accordance with retention schedules.
- Approve the annual budget and ensure that adequate funds are provided to finance the approved budget.
- Approve and have exclusive control of the expenditure of all moneys collected, donated or appropriated for funding the Library program.
- Determine and adopt policies to govern the operation and programs of the Library, reviewing them regularly and revising them as necessary.
- Understand the programs and services of the library in relation to community needs and plan for future direction of library services, programs, technology, and facilities.
- Be informed about local, state, and federal laws pertaining to libraries; actively advocate for library legislation that will improve library programs and services.
- Develop relationships with other public officials and boards and maintain vital public relations; actively participate in a planned public relations program.
- Cooperate and consult with the Kentucky Department for Libraries and Archives in the development of library services.
- Attend regional and state trustee meetings and workshops; affiliate with appropriate professional organizations. [KPLA, KLTRT, KY Library Friends, ALA, PLA, ALTAFF]
- Continue to expand knowledge of public library standards and trends by reading, attending meetings and workshops, visiting other libraries, and participating in the Trustee Certification Program.

Article VI. Officers

- Officers shall be as follows: President, Vice President, Secretary, and Treasurer.
- Officers are elected for a term of four years and continue to serve until their successors are duly elected. Officers are permitted to succeed themselves in office.
- In the event of resignation or incapacity of the president, the vice president shall become president for the unexpired portion of the term. Vacancies in offices other than president shall be filled for the unexpired term by a vote at the next regular meeting after the vacancy occurs.
- Any officer may resign from office at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Article VII. Election of Officers

- Officers shall be elected when the position has expired at the first meeting of the new term year.
- A vote is taken and with a majority vote the new officers begins immediately to fulfill the duties of the office to which they have been elected.

Article VIII. Duties of Officers

The President of the Board shall:

- Oversee the preparation of the meeting agenda
- Perform the duties of a presiding officer at all meetings;
- Appoint all committees and may serve as an ex-officio member at any committee meeting;
- Execute all documents authorized by the Board;
- Sign the approved minutes of the previous meeting;
- Sign the approved reconciliation report;
- Authorize calls for special meetings;

The Vice-President of the Board shall:

Perform all the duties and assume all the responsibilities of the President in his/her absence at a regular or special meeting of the Board.

The Secretary of the Board shall:

- Oversee the recording and safekeeping of a true and accurate account of all proceedings of the board meetings, including records of attendance of Board members;
- Minutes of all meetings shall, at a minimum, indicate members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Minutes may be revised and/or approved only at the Board of Trustees' regular monthly meeting.
- Notify any trustee who has missed three (3) regular monthly meetings in any one year of his/her term;
- Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term;
- Perform all the duties and assume all the responsibilities of the President in his/her absence and in the absence of the Vice-President at a regular or special meeting of the Board.

The Treasurer shall:

- Be bonded as required;
- Be in charge of the library funds, income, securities and obligations;
- See that proper records are kept, showing receipts and disbursements of the Board, with vouchers in support thereof;
- Provide a financial report for each regular meeting of the Board;
- Sign checks issued to cover the disbursements on the authorization of the Board, as one of the two required signatures;

- Report at each meeting on the state of the funds;
- Provide advice and recommendations regarding the Library's Income and Disbursements Policies and its Investment Policies.

Article IX. Fiscal Year

The Fiscal Year shall commence July 1st and close June 30th.

Article X. Meetings

All Board meetings and all committee meetings will be held in compliance with Kentucky's Open Meetings Act (KRS 61.805-61.850).

Regular Meetings

The Board of Trustees will meet monthly at a regular meeting time and place as mutually agreed upon by the members of the Board.

Special Meetings

- Special meetings may be called by the President.
- The agenda for a special meeting will be posted at least 24 hours before the meeting at the location of the special meeting and at the Library's headquarters if different from the location of the meeting.

Notification

- Notice of all meetings shall be given by the President;
- Meeting agendas and notices shall indicate the time, date and place of the meeting; and indicate all subject matters intended for consideration at the meeting.
- Dates, times, and locations of all meetings shall be posted in the Library's paper of record at least once each year.

Order of Business

- Call to order
- Invitation for Public Comment
- Revision/Approval of Minutes of previous meeting
- Approval of financial report
- Regional Librarian's Report
- Library Director's Report
- Unfinished Business
- New Business
- Announcement of next meeting date, time, and location
- Adjournment

Article XI. Quorum and Voting

Quorum

- A quorum for the transaction of business shall consist of three members of the Board.

Voting

- Each member of the Board shall be entitled to one vote, irrespective of office held, on all matters brought for a vote during a regular or special meeting in which said member is present and providing a quorum is present at the time. No voting shall be done by proxy.
- An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.
- If the quorum consists of three members of the Board, their vote upon any official business brought before them must be unanimous.
- The President may vote upon and may move to second a proposal before the Board.

Article XII. Duties of the Library Director

The library director shall be considered the executive officer of the Board and shall:

- Have sole charge for the administration of the Library;
- Be held responsible for:
 - the care of the building and equipment;
 - the efficiency of the Library's service to the public;
 - the operation of the Library under the financial conditions set forth in the annual budget;
 - the hiring, supervision, and evaluation of all library personnel;
 - the certification, continuing education, and development of staff members;
- attending professional meetings and library workshops;
- Oversee the selection and purchase of books, library materials and other necessary supplies;
- Attend all board meetings and report on the progress of the Library;
- Determine and recommend needed policies for Board action;
- Draw up the agenda, in consultation with the president, for board meetings.

Article XIII. Committees

- Special committees for the study or investigation of special projects may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been completed and presented at a regular board meeting.

- No committee shall have other than advisory powers. All committee reports and/or recommendations shall be submitted to the board at a regular board meeting.
- Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XIV. Advisory Board

- An advisory board may be appointed and serve as specified in the bylaws of the board of trustees.
- Advisory board members are not appointed to the board. They are invited to serve by invitation of the regular board.
- Members of the advisory board may be appointed annually for one (1) year terms from July 1 to June 30 of the following year. The advisory board, if appointed, shall consist of not more than five (5) members.
- Advisory Board members shall:
 - Fulfill duties as directed by the Board.
 - Work for the betterment of the public library program;
 - Give freely of their advice and help in every way possible;
 - Not hold a voting position;
 - Not be required to attend any set number of meetings, but are encouraged to attend whenever possible.

Article XV. Expulsion of Members

- Only the appointing authority may remove a library board trustee from his/her office according to [KRS 65.007](#) for inefficiency, neglect of duty, malfeasance or conflict of interest.
- Should a situation arise that may require removal of a member, the Board will seek legal advice for assistance in handling this matter.

Article XVI. Policies

- In addition to operating in accordance with these Bylaws and the laws of the Commonwealth of Kentucky, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library.
- Changes to these policies, plans, rules, and regulations may be amended or changed by a majority vote of members present at the meeting which a quorum is present when the amendments and/or changes are brought to a vote.

Article XVII. Amendments to Bylaws

- All members shall be furnished a written copy of the proposed changes and/or amendments prior to any official vote on said proposed changes and/or amendments.
- These bylaws may be amended at any regular meeting of the Board, with a quorum present, by a unanimous vote of the members present. .

Article XVIII. Review of Bylaws

The bylaws will be reviewed annually.