

# **BOONE COUNTY PUBLIC LIBRARY DISTRICT BY-LAWS**

## **ARTICLE I – AUTHORITY**

The Boone County Public Library District is a special purpose district and a tax-supported institution established in accordance with Kentucky Revised Statutes, Chapter 173.470. It has as its legal basis the library laws of the Commonwealth of Kentucky as set out in the Kentucky Revised Statutes, Chapter 173.

## **ARTICLE II – LIBRARY MISSION**

The Boone County Public Library is a community resource which links people of all ages, interests, and circumstances with the recorded wisdom, experiences, and ideas of others. In support of this mission:

1. Materials are assembled, organized, and made accessible to all;
2. Collections, services, and programs are developed in response to expressed and perceived individual and community needs;
3. A skilled staff and the latest technologies are employed to facilitate and enhance the use of library resources;
4. The public is kept constantly aware of the library services available to them.

## **ARTICLE III – BOARD OF TRUSTEES**

Legal responsibility for the operation of the Boone County Public Library District is vested in the Boone County Public Library District Board of Trustees, a body corporate, in accordance with KRS 173.520.

### *Section 1. Number and Qualification*

The Board is composed of five members. Members must reside within Boone County and be committed to the provision of library services within the county.

### *Section 2. Appointment and Term*

Trustees are appointed and serve in accordance with KRS 173.490.

- Terms begin on July 1 of the year of appointment.
- Members serve a term of four years unless removed from office as provided by KRS 65.007.
- Members hold office until their successors are appointed and qualified.
- Except for filling unexpired terms, trustees may serve for two consecutive terms, after which they shall not succeed themselves for at least one year.
- Absence of a trustee from four regular monthly meetings of the Board during any one year of the trustee's term shall constitute automatic resignation from the Board.

In the event of a vacancy during the term of office, the unexpired term will be filled in accordance with KRS 173.490.

### *Section 3. Duties and Responsibilities*

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:

1. Employ a competent and qualified library director.
2. Determine and adopt written policies to govern the operation and program of the library.
3. Approve the budget and ensure that adequate funds are provided to finance the approved budget.
4. Have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund.
5. Understand the programs and services of the library in relation to community needs; be informed about public library standards and trends.
6. Be informed about local and state laws pertaining to libraries; actively support library legislation that will improve library programs and services.
7. Cooperate with other public officials and boards and maintain vital public relations.

- Attend regional and state trustee meetings and workshops; affiliate with appropriate professional organizations. [KLA, KLTA]

#### **ARTICLE IV – OFFICERS**

##### *Section 1. Election*

Officers of the Board of Trustees shall be elected from among the appointed trustees at the regular annual meeting and shall be as follows: President, Vice-President, Secretary, and Treasurer.

Elections shall be held biennially on even numbered years. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

##### *Section 2. Terms of Office*

Officers shall be elected for a term of two years from the annual meeting at which they are elected and until their successors are duly elected. Officers may succeed themselves in office, provided that none serves more than two terms in the same office.

##### *Section 3. Vacancies*

In the event of resignation or incapacity of the President, the Vice-President shall become the President for the unexpired portion of the term. Vacancies in offices other than President shall be filled for the unexpired term by vote at the next regular meeting after the vacancy occurs.

#### **ARTICLE V – DUTIES OF OFFICERS**

##### *Section 1. President*

The President of the Board shall:

- Preside and vote at all meetings.
- Appoint all committees.
- Execute all documents authorized by the Board.
- Authorize calls for special meetings.
- Sign the minutes and the disbursement voucher after approval at the Board meeting.
- Generally perform the duties of a presiding officer.

##### *Section 2. Vice-President*

The Vice-President of the Board shall:

- Assist the President in directing the affairs of the Board and perform all duties of the President in the absence of the President.

##### *Section 3. Secretary*

The Secretary of the Board shall:

- Oversee the recording and safekeeping of true and accurate accounts of all proceedings of Board meetings.
- Issue notices of all regular and special meetings.
- Notify any trustee who has missed three regular meetings in any one year of his/her term.
- Notify any trustee of his/her automatic resignation upon missing four regular meetings in any one year of his/her term.
- Sign the minutes and the disbursement voucher after approval at the Board meeting.
- Perform such other duties as are generally associated with the office of secretary.

The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

*Section 4. Treasurer*

The Treasurer of the Board shall:

1. Oversee the disbursement of funds as directed by the Board.
2. Perform such duties as authorized under KRS 173.540.

**ARTICLE VI – MEETINGS**

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

*Section 1. Regular Meeting Time*

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

*Section 2. Annual Meeting*

The annual meeting shall be held in June at the time and place of the regular monthly meeting.

*Section 3. Special Meetings*

Special meetings may be called by the President, or upon the written request of three [3] members for the transaction of business stated in the call for the meeting.

*Section 4. Notification*

Notice of all meetings shall be given by the Secretary or designee to all members at least three [3] days before the meeting with an agenda for the meeting.

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.

*Section 5. Minutes*

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.

**ARTICLE VII – QUORUM AND VOTING**

A quorum for the transaction of business shall consist of three members of the Board. If there is no quorum all necessary business shall be transacted and approved at the next meeting.

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 VIII – FISCAL YEAR**

The fiscal year shall be from July 1 to June 30.

**ARTICLE IX – COMMITTEES**

Special committees for the study or investigation of special projects may be appointed by the President. Such committees shall serve until the work for which they were appointed is completed.

**ARTICLE X – LIBRARY DIRECTOR**

The Library Director shall be considered the executive officer of the District and shall:

1. Have sole charge of the administration of the library under the direction and review of the board.
2. Be responsible for:
  - a. care of the buildings and equipment
  - b. employment and direction of the staff
  - c. quality of the library's service to the public
  - d. operation of the library under the financial conditions set forth in the annual budget
3. Attend all Board meetings and report on the progress of the Library

**ARTICLE XI – ORDER OF BUSINESS AND AGENDA ITEMS**

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

- Call to order
- Approval of minutes
- Approval of treasurer's report and payment voucher

The agenda should include the following:

- Unfinished business
- New business
- Attorney and accountant's reports
- Library Director's report
- Committee reports
- Adjournment

**ARTICLE XII – ADVISORY BOARD**

As authorized by KRS 173.490[1], the Board of Trustees may appoint an advisory 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 less than two [2] and not more than five [5] members. Duties of the advisory board shall be as directed by the Board of Trustees.

**ARTICLE XIII – AMENDMENTS**

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

***Adopted by the Boone County Public Library District Board of Trustees on the 21<sup>st</sup> day of October, 2008.***