

# **Bylaws**

Created 1/15/13  
Revised  
Reviewed 2/18/14

Whereas, this Board of Trustees, having been officially appointed by the County Judge/Executive of Green County, Kentucky, in accordance with the Kentucky Revised Statute Number 173.710-173.800, and having been officially designated as the GREEN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, is desirous of operating in an organized manner.

Now, therefore, be it resolved that the following BYLAWS be adopted and by the passage of this resolution by majority vote are declared to constitute the official BYLAWS of the GREEN COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES.

## **Article I (Purpose)**

The purpose of this Board is to serve as the body corporate through which the best and most efficient library service may be provided in and for the people of Green County. This shall consist of establishing, equipping and maintaining libraries and/or contracting with existing libraries for the furnishing of library service for the district and doing all things necessary to provide the best and most efficient library service without any conflict of interest by the board. Please note the "Conflict of Interest" policy adopted by the board in the Board Policy Handbook.

## **Article II (Membership)**

The membership of this Board shall consist of five members.

## **Article III (Term)**

Members of this Board shall be appointed in accordance with the Kentucky Revised Statutes. Terms shall begin on 15 February of the year of such appointment. Terms will expire after four years. Members may only serve two consecutive terms. When a Member resigns or is removed prior to the end of his/her term, a successor will be designated by the appointing authority. The successor shall fulfill the term of the departing Member.

## **Article IV (Voting)**

Each member of the Board shall be entitled to one vote on all matters brought to 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.

## **Article V (Quorum)**

A majority of the members of the Board officially holding appointments from the appointing authority shall constitute a quorum and a quorum shall be necessary for the transaction of any official business. If the quorum consists of three members of the Board, their vote upon any official business brought before them must be unanimous.

## **Article VI (Election of Officers)**

- Section 1.* The Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer and shall be selected in accordance with Section 2 of this Article.
- Section 2.* Officers shall be nominated by nominations from the floor.
- Section 3.* All elected Officers shall serve for a term of two years and until their successors have been elected and qualified. Officers are eligible to succeed themselves.

## **Article VII (Duties of Officers)**

- Section 1.* The President shall preside at all meetings of the Board and is eligible to vote on all matters coming before the Board when only three members of the Board are present or when there is an equal number of votes, for and against, concerning a particular motion. The President shall appoint all special committees of the Board and can serve as an ex-officio member at any special committee meeting. The President oversees the preparation of all agendas, conducts all meetings in an orderly manner, and performs generally those duties of a presiding officer.

- Section 2.* The Vice-President 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.
- Section 3.* The Secretary shall oversee the keeping of true and accurate accounts of all the proceedings of Board meetings to include records of attendance of Board members at regular monthly meetings; notification of any member who has missed three regular meetings in any one year of his/her term; and notification of any member of his/her automatic resignation upon missing four regular monthly meetings in any one year of his/her term. The Secretary shall ensure the safekeeping of all official minutes and other official records of the Board. The Secretary shall 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.
- Section 4.* The Treasurer shall be in charge of the funds, securities, and obligations belonging to the District and thus must be bonded by the library. The Treasurer shall see that proper records are kept, showing receipts and disbursements of the Board, with vouchers in support thereof. The Treasurer shall see that a financial report is prepared for each regular meeting of the Board. Budgeted expenditures approved by the Board may be paid by the Treasurer in a timely manner prior to the regular monthly meeting. Such expenditures shall be recorded in the minutes of the Board meeting. Any non-budgeted expenditures must be approved by the Board prior to payment. All checks issued covering the disbursements of the Board shall require two signatures. Signers authorized by the Board shall include the Treasurer, the President, the Library Director, and any designated official representing the Library who has been approved by the Library Board and duly recorded in the minutes of the Board meeting.

### **Article VIII (Meeting Dates and Location)**

The regular meetings of the Board shall be open to the public and held each month. Meetings shall be held on the third Tuesday of each calendar month at 3:00 p.m. in the community room of the library unless exception is noted and posted. Date, time, and location shall be announced at each meeting for the following month. Dates, times, and locations of all meetings shall be posted in the Library's paper of record at least once each year. Changes to the schedule will be posted in a timely manner.

## **Article IX (Special Meetings)**

Special meetings of the Board shall be called by the President, or in his/her absence, by the Vice-President. Any two members of the Board can have a call for a special meeting issued. Notification and advertising of such meetings shall be at least twenty four hours in advance, in accordance with the Open Meetings Act(KRS 61.800-850).The notice must contain the item(s) of business to be considered at the special meeting. The notification of the meeting and agenda must be posted at the Library twenty four hours prior to the meeting.

## **Article X (Annual Meeting)**

The Board shall hold an annual meeting each year in February. Election of officers shall occur during this meeting bi-annually on even numbered years.

## **Article XI (Fiscal Year)**

The Fiscal Year of the GREEN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, shall commence July 1<sup>st</sup> and close June 30<sup>th</sup>.

## **Article XII (Duties)**

In order that the District is furnished with the best and most efficient library service possible, the members of this Board shall:

1. Secure adequate funds.
2. Hire an interested, trained, capable Library Director.
3. Determine, review and revise Library policies as necessary.
4. Approve expenditure of Library funds.
5. Hire an independent accounting firm certified to conduct an audit of the library every 4 years and modify any procedures if deficiencies are discovered in audit.
6. Encourage and receive gifts to the Library.
7. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
8. Attend Board meetings regularly.
9. Familiarize themselves with what constitutes good library service by reading, attending library meetings and visiting other libraries.
10. Be a liaison with the public at large concerning the Library's program of services.

11. Cooperate and consult with the Kentucky Department for Libraries and Archives in the development of library services.

### **Article XIII (Order of Business)**

The current edition of *Robert's Rules of Order* will be used in conducting all meetings of the Board. The regular order of business to be conducted at meetings of the Board shall include the following items:

1. Call to order
2. Review of Agenda
3. Invitation for Public Comment
4. Staff Reports (as necessary)
5. President's Report (as necessary)
6. Correspondence
7. Attorney's Report (as necessary)
8. Regional Librarian's Report (as necessary)
9. Library Director's Report
10. Committee Reports (as necessary)
11. Unfinished Business
12. New Business
13. Approval of payment vouchers and financial report
14. Revision/Approval of Minutes of previous meeting
15. Announcement of next meeting date, time, and location
16. Adjournment

### **Article XIV (Duties of Librarian)**

The Library Director is the administrator of the Library program of the District and shall:

1. Attend all Board meetings other than the time during which his/her own salary or tenure are being discussed.
2. Put together a Board packet which includes minutes, financial and statistical reports for monthly board meetings and distribute to each member either through the mail service or hand delivery one week prior to meeting.
3. Determine and recommend needed policies for Board action.
4. Carry out the policies of the Library as adopted by the Board.
5. Maintain the operation of the Library as adopted by the Board.
6. Be in charge of the hiring of all Library personnel, supervise all branch heads and department heads, and submit employee evaluation reports to the Board when requested.

7. Oversee the selection and purchase of books, Library materials and other necessary supplies.
8. Provide for a continuous and active public relations program.
9. Formulate and carry out plans for extending the use of Library facilities to all parts of the District served.
10. Make regular reports, the required state annual report, UFIR report and the biannual Library Standards in a timely manner as required.
11. Attend professional meetings and library workshops.
12. Provide for the continuing education and development of staff members.
13. Develop resourcefulness in providing service to all citizens, by learning where needed information and materials may be secured, so that no citizen remains unserved who requests help or special material.

### **Article XV (Attendance)**

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 by the Trustee. The count of absences shall begin on the first day of the Member's appointment to the Board.

### **Article XVI (Compliance)**

This Board shall periodically review operations and policies to ascertain that all Statutes pertaining to libraries are being complied within the operations of the Library.

### **Article XVII (Amendments to Bylaws)**

The BYLAWS of the GREEN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, as officially adopted, shall be amended only in accordance with the following procedure:

1. 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.
2. Any changes and/or amendments to the official BYLAWS shall be introduced at the prior monthly meeting before the meeting in which the vote for changes and/or amendments are voted upon.
3. Three favorable votes of the members of the Board present at a regular scheduled meeting shall be deemed sufficient to adopt any changes and/or amendments to these BYLAWS.