

FRANKLIN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
BYLAWS
Reviewed and Revised February 2011
Reviewed 2014

Whereas, this Board of Trustees, having been officially appointed by the County Judge of Franklin County, Kentucky, in accordance with Kentucky Revised Statute 173.725, and having been officially designated as the FRANKLIN 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 FRANKLIN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES.

Article I - Purpose

The purpose of this board is to serve as the body corporate by doing all things necessary for the provision of library services in Franklin County, Kentucky.

Article II - Membership

The board shall consist of five members.

Article III - Term

Members shall serve on this board in accordance with the term of office specified by the appointing authority at the time of appointment and shall hold membership until their respective successors are appointed and qualified.

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.

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 the Personnel/Policy Committee. Additional nominations will be permitted from the floor after the Personnel/Policy Committee has reported but before final action is taken.

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. 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 shall have the responsibility of conducting all meetings in an orderly manner and performing 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 the president's absence at a regular or special meeting of the board.

Section 3. The secretary shall keep a true and accurate account of all the proceedings of board meetings.

Section 4. In addition to the duties set forth in KRS 173.540, the treasurer shall have the responsibility for the accounting of all money, securities, and obligations belonging to the district. The treasurer shall oversee the maintenance of all library funds received and disbursed and shall make a financial report at each regularly scheduled meeting of the board. The treasurer shall perform other duties which are in keeping with the office of treasurer, including working with the District's independent auditor in connection with the preparation of the annual audit report. All disbursements by the Library District shall be reviewed and approved by the board. To the extent possible, disbursements shall be presented for review and approval prior to payment as part of the library's monthly voucher. Otherwise, disbursements shall be presented for review and ratification, if appropriate, as part of the supplemental voucher.

Article VIII - Meeting Date

The regular meeting date of the board shall be on the second Tuesday of every month.

Article IX - Special Meetings

Special meetings of the board may be called by the president or a majority of the voting members of the board. Notice of such meetings shall be given and the meeting conducted in accordance with KRS 61.823.

Article X - Fiscal Year

The Fiscal Year of the FRANKLIN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES shall commence July 1st and close June 30th.

Article XI – Duties

Members of this board shall:

- Develop and adopt a long-range plan for the library and review it at least annually
- Review the board’s bylaws annually
- Ensure the development and adoption of written policies for personnel and library operations
- Know library laws and support legislation that improves the quality of library service
- Work with county and city officials to ensure that they understand the value of the library and support the services it provides
- Report regularly to governing bodies and to the state through the regional office
- Attend all board meetings and committee meetings to which assigned. Carry out special assignments promptly
- Work with the director in the preparation of an annual written budget, review financial reports at each board meeting, approve monthly vouchers, arrange for annual audit, secure adequate funding
- Keep the general public informed about library services and programs, serving as a connecting link between the library and the community
- Employ a competent, qualified library director. Evaluate the performance of the library director at least annually
- Approve job descriptions, salary scales, benefits package and personnel policies
- Encourage continuing education of the library staff

Article XII - Order of Business

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

1. Call to order and record attendance
2. Approval of minutes of previous meeting
3. Treasurer's report
4. Communications
5. Report of Librarian
6. Committee reports
7. Unfinished business carried over
8. New business

The board shall be governed by the rules for small boards in *Robert’s Rules of Order Newly Revised*.

Article XIII - Duties of Library's Executive Director

The library's executive director is the administrator of the library program of the district and shall:

- Attend all board meetings and make reports of library operation to the board
- In consultation with the board president, prepare the agenda for the monthly library board meeting
- Hire, supervise, train, evaluate and promote staff
- In conjunction with the treasurer and the Budget Committee, prepare the annual budget for approval by the board; operate the library in sound fiscal manner
- Work with the Long-Range Planning Committee to update the Long-Range Strategic Plan for adoption by the board; recommend policies and management objectives in conformity with the Long Range Plan
- Administer library operations; maintain adequate records, including personnel, financial, and purchasing; supervise and monitor physical plant
- Attend professional conferences and workshops to meet certification requirements
- Read professional literature and share ideas with staff
- Supervise collection development
- Publicize library services and programs
- Keep the public informed of the library's services, materials, and policies through various avenues of publicity, membership in community organizations, and assertive promoting of the library
- Speak to community groups about library
- Maintain a good working relationship with local government officials
- Work effectively with staff, board, and community/civic organizations

Article XIV - Compliance

The board shall annually review the library's operations and policies to ensure compliance with KRS 173.710 *et seq.* (Library Districts Formed by Petition) and KRS 61.800 *et seq.* (Open Meetings Act).

Article XV - Amendments to Bylaws

The bylaws of the FRANKLIN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, as officially adopted, shall be amended only in accordance with the following procedures:

1. All members of the board shall be furnished a written copy of the proposed amendments at least thirty (30) days prior to any vote on said proposed amendments.
2. Any amendments to the official bylaws shall be read at two consecutive meetings of the board held in accordance with the provisions of the bylaws presently in effect. Special meetings shall not count in establishing two consecutive meetings for this purpose.
3. Following the reading of the proposed amendments at the second consecutive regular meeting, the board shall conduct a vote on the proposed amendments. A vote in favor of the amendments by three (3) or more members of the board shall be sufficient to adopt any amendments to these bylaws.

Article XVI - Attendance

Under the provision of KRS 173.490, "Absence of a trustee from four (4) regular monthly meetings of the board during any one (1) year of the trustee's term shall constitute automatic resignation from the board by the trustee." Notice of this provision shall be mailed to any trustee who misses three (3) regular monthly meetings in any one (1) year of the trustee's term.

Article XVII - Advisory Board

The Franklin County Public Library District shall also have an Advisory Board consisting of five (5) members whose appointment, term of office and attendance shall be governed by the provisions outlined in Articles III and VIII. Members of the Advisory Board shall perform, in an advisory capacity, all of the duties outlined in Article XI. Advisory Board members shall not vote or hold office. After absence from four (4) regular meetings of the board during any one (1) year of the Advisory Board member's term, the Advisory Board member shall be considered to have automatically resigned from the board. Notice of this provision shall be mailed to any Advisory Board member who misses three (3) regular monthly meetings in any one (1) year of the member's term. The automatic resignation of an Advisory Board member may be rescinded by the Board of Trustees if good cause is shown to exist.

Article XVIII – Permanent Committees of the Board

Permanent committees of the board shall consist of Building, Budget, Long Range, Personnel/Policy and Technology.

Article XIX – Library Name

The Franklin County Public Library District shall be known as The Paul Sawyer Public Library.