

<b>Jessamine County Public Library</b>		
<b>By-Laws</b>		
Effective date: 12-15-2004	Last revised: 07-20-2022	Last reviewed: 07-20-2022

**Article I — Authority**

The Jessamine County Public Library is a special taxing district which has its legal basis in the library laws (KRS 65.182 and KRS 173.710-173.800) of the Commonwealth of Kentucky.

**Article II — Mission**

The Jessamine County Public Library is an essential community asset to enrich people of all ages, interests, and circumstances with ideas, information, and cultural opportunities. In support of this mission:

- The Library delivers consistent, responsive service to each customer with the same measure of warmth and respect.
- The Library connects with the community in ways which strengthen civic, social, and economic assets.
- The Library staff is continuously learning new and better ways to provide exceptional services.

**Article III — Board of Trustees**

*Section 1. Appointment*

In accordance with KRS 173.725 – 173.730, five (5) trustees are appointed by the County Judge-Executive, with the approval of the Fiscal Court, for a term of four (4) years. Except when filling unexpired terms, trustees may serve only two (2) consecutive terms, after which they shall not succeed themselves.

*Section 2. Duties and Responsibilities of the Board of Trustees*

1. Pursuant to KRS 173.750, employ an Executive Director and upon that person’s recommendation employ other staff as it deems necessary. The Executive Director and staff shall be certified in accordance with the provisions of KRS 171.240 to 171.300.
2. Adopt written policies to govern the operation and program of the Library.
3. Adopt a written strategic plan with annual reviews and/or revisions as needed.
4. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends.

5. Determine the purposes of the Library and secure adequate funds to carry on the library program.
6. Support and participate in a planned public relations program.
7. Assist in the preparation of the annual budget.
8. Know local and state laws; actively support library legislation in the state and nation.
9. Establish among the library policies those dealing with books and material selection.
10. Attend all board meetings and see that accurate records are kept on file at the Library.
11. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations (American Library Association, Public Library Association, Southeastern Library Association, Kentucky Library Association, and Kentucky Public Library Association).
12. Be familiar with the services of the Kentucky Department for Libraries and Archives.
13. Report regularly to the governing officials and the general public.

#### **Article IV — Officers**

##### *Section 1. Election*

Officers of the Board of Trustees shall be elected by the Board at a regular meeting, no later than August 31, and shall be as follows: President, Vice-President, Secretary, and Treasurer. The fifth trustee is the Member-at-Large.

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

Officers shall be elected for a term of two years.

##### *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. The President*

The President of the Board shall:

1. Preside at all meetings;
2. Appoint all committees;
3. Sign approved payment voucher at each meeting, authorizing payment of bills;
4. Authorize calls for special meetings;
5. Generally perform the duties of the presiding officer.

### *Section 2. Vice-President*

The Vice-President of the Board shall perform the duties of the President in the absence of the President.

### *Section 3. Secretary*

The Secretary of the Board shall:

1. Keep a true and accurate account of all proceedings of the Board meetings;
2. Issue notices of all regular meetings and duly called special meetings;
3. Sign approved payment voucher at each meeting, authorizing payment of bills;
4. Have custody of the minutes and other records of the Board.

### *Section 4. Treasurer*

The Treasurer of the Board shall:

1. Be responsible for the Library funds and income, reporting at each meeting on the state of the funds, preparing a year-end financial report per KRS 173.755;
2. Keep a full and accurate account of all receipts and payments.

Per OAG 81-39, these duties may be delegated.

## **Article VI — Advisory Board**

### *Section 1. Appointment*

1. In accordance with KRS 173.490, an Advisory Board may be appointed and serve as specified in the bylaws of the Board of Trustees.
2. Advisory Board members are appointed by the Board for a three-year term that is renewable.
3. The Advisory Board shall consist of no more than ten (10) members.

### *Section 2. Duties and Responsibilities*

The Advisory Board serves in a non-voting advisory capacity.

## **Article VII — Meetings**

### *Section 1. Regular meetings*

The regular monthly meetings of the Board of Trustees are held at a date and time set by Board policy. The Board shall hold twelve regular meetings during the calendar year. These meetings are open to the public.

### *Section 2. Special meetings*

Special meetings may be called by the President or upon the written request of three (3) Trustees for the transaction of business stated in the call for the meeting.

### *Section 3. Open Meetings Act*

KRS 61.805-61.850, known as the Open Meetings Act, shall govern all meetings.

### *Section 4. Absences*

Per KRS 173.730, after absence of a Trustee from four (4) regular monthly meetings of the Board during any one (1) year of the Trustee's term, the Trustee shall be considered to have automatically resigned from the Board.

Advisory Board members with more than five (5) unexcused absences from regular meetings during any one (1) year of their term, shall be considered to have automatically resigned from the Advisory Board.

## **Article VIII — Quorum and Voting**

A quorum for the transaction of business shall consist of three (3) Trustees of the Board.

When a quorum is present, a majority vote, that is a majority of the votes cast, is sufficient for action. An abstention is not a vote cast. If a majority of members present abstains, the item will be tabled for reconsideration before the next meeting.

## **Article IX — Fiscal Year**

The fiscal year shall be July 1 to June 30.

## **Article X — Committees**

Committees may be established by the President to report to the Board. These may include Facility, Finance, Partnership, Personnel, Policy, Strategic Planning, Technology, or other areas as needed.

## **Article XI — Executive Director of the Library**

The Executive Director shall be the executive officer of the Board and shall:

1. Have sole charge of the administration of the Library.
2. Be held responsible for:

- a. The care of the facilities, grounds, and equipment;
  - b. The efficiency of the Library's service to the public;
  - c. The operation of the Library under the financial conditions set forth in the annual budget.
3. Attend all board meetings except those which the Executive Director's appointment or salary is to be discussed or decided.
4. Draw up an agenda, in consultation with the President, for Board meetings.

#### **Article XII — Order of Business**

The order of business at the regular meetings shall be:

- I. Call to order
- II. Public comments
- III. Presentation at request of Trustees
- IV. Approve agenda
- V. Minutes
- VI. Financial report
- VII. Library Directors' reports
- VIII. Regional Librarian's report
- IX. Committee reports
- X. Old business
- XI. New business
- XII. Adjournment

#### **Article XIII — Expenses**

1. A Board member incurring expenses in the conduct of approved library business shall submit an itemized account to the Treasurer for payment.
2. The Board shall pay dues for one Trustee for membership in the American Library Association from Library funds.
3. Membership for each Trustee in the Kentucky Library Association shall be paid from Library funds and continue automatically.

#### **Article XIV — Amendments**

These policies may be amended at any regular meeting of the Trustees, with a quorum present, by a majority vote of the Trustees present, provided that amendment was stated in the call for the meeting.