

Bullitt County Public Library By-Laws

Article I — Authority

The Bullitt County Public Library is a tax-supported institution, formed by petition under KRS 173.720. It has as its legal basis the library laws of the Commonwealth of Kentucky.

Article II — Library Objectives

The objectives of the Bullitt County Public Library shall be:

1. To assemble, organize, preserve, and make easily available significant materials and other library resources which will provide information, education, and recreation for all citizens of their community.
2. To keep the public constantly aware of the library services and materials available to them.
3. To evaluate and anticipate the ever-changing needs and demands of the community.
4. To maintain a fresh and topical supply of material to aid in the continuous education of the people at all age levels.
5. To stimulate the flow of ideas among all groups of the community.
6. To exercise dynamic leadership in the community and take the initiative in suggesting pertinent material on problems known to exist.
7. To provide the community with the best service possible by constantly improving the library's collection, programs, and facilities.

Article III — Board of Trustees

Section 1 - Duties and Responsibilities

The policy of the Board of Trustees shall be to:

1. Employ a competent and qualified Library Director, who shall be certified in accordance with the provisions of KRS 171.240 to 171.300. The Board may also employ other persons as recommended by the Library Director to operate the Library program efficiently.
2. Sue and be sued, complain and defend, purchase or lease real property or facilities; purchase, lease, occupy, modify, remodel or erect appropriate buildings for the use by

- the Bullitt County Public Library and any branches that may be established by the Library; sell and convey real and personal property for and on behalf of the Library; receive gifts of real and personal property for the use and benefit of the Library. Any real property, personal property, or facilities gifted or transferred to the Board shall be held and controlled by the Board according to any conditions set forth in the terms of the deed, gift, devise or bequest of such property
3. Determine and adopt written policies to govern the operation and program of the library.
 4. Determine the purposes of the library and secure adequate funds to carry on the library mission.
 5. Know the program and needs of the library in relation to the community.
 6. Keep abreast of state standards and library trends.
 7. Establish, support, and participate in a planned public relations program.
 8. Assist in the preparation of the annual budget.
 9. Know local and state laws and actively support library legislation at the state and national level.
 10. Establish among the library policies those dealing with book and material selection.
 11. Attend all board meetings and see that accurate records are kept on file at the library.
 12. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
 13. Be aware of the services of the Kentucky Department for Libraries and Archives for libraries and patrons alike.
 14. Report regularly to the governing officials and the general public, including annually to the Kentucky Department for Libraries and Archives and Bullitt County Clerk in accordance with KRS 173.770.
 15. Understand that absence of a Trustee from four (4) regular meetings of the Board during any one (1) year of the Trustee's term shall constitute automatic resignation from the Board by the Trustee.
 16. To make other policies, procedures, and motions in accordance with appropriate laws and practice to allow for the smooth, equitable, and efficient operation of the library system.

Section 2 – Membership

The membership of the Board of Trustees of the Bullitt County Public Library ("Board") shall consist of five (5) members, all of whom must reside in Bullitt County, Kentucky. The Board is a corporate body with perpetual succession (KRS 173.350(1)) in which is vested management and control of the Bullitt County Public Library (KRS 173.340(1)) for the primary purpose of providing library service to residents who reside within Bullitt County, Kentucky. When possible, the Board

will select new Trustees in a manner that will best represent the different geographic regions of Bullitt County. However, the needs of the Board supersede any requirement for geographic representation.

Section 3 - Appointment

Trustee nominations are made by the Board and sent to the Kentucky State Librarian for review and recommendation. The State Librarian sends the recommended list to the Bullitt County Judge Executive for appointment from the list of eligible candidates, as set forth in KRS 173.725 to 173.730.

Section 4 - Term of Office

1. Members of the Board shall serve on the Board in accordance with the term of office specified by the appointing authority at the time of appointment; however said term shall not exceed four (4) years.
2. A Trustee may serve for two (2) consecutive full-length terms, not including fulfillment of any previous member's unexpired term, after which the Trustee shall not be eligible to immediately succeed to another open position. Former members of the Board are not eligible to serve on the Board again for a period of one full year from the end of their last term.
3. 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 unexpired term of the departing member.

Section 5 - Attendance

A Trustee's absence from four (4) regularly scheduled monthly meetings of the Board during any one single year of the Trustee's term shall constitute an automatic resignation from the Board by such trustee. For the purpose of determining attendance, the initial year of each trustee's term shall be deemed to begin on the date of his/her appointment to the Board, and thereafter the year of each trustee's appointment shall be on the basis of the followed fiscal year.

Section 6 - Compensation

Members of the Board shall not receive compensation for their services as a member of the Board, but shall be reimbursed for their actual expenses incurred in the performance of their Board duties upon vouchers duly approved by the Board. Travel outside the county will be reimbursed but travel within the county will not.

Section 7 - 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 IV — Officers

Section 1 - Election

Officers of the Board of Trustees shall be elected by the Board during the June meeting bi-annually or as necessary to fill vacancies, and shall be as follows: President, Vice-President, Secretary, and Treasurer.

Section 2 - Nominations for Officers

Officers shall be nominated by taking nominations from the floor.

Section 3 - Terms of Office

Officers shall be elected for a term of two (2) years (per KRS 173.735). Officers are eligible to succeed themselves.

Article V — Duties of Officers

Section 1 - President

The President of the Board shall:

1. Preside at all meetings.
2. Appoint all committees.
3. Authorize calls for special meeting.
4. Sign approved minutes of the previous meeting.
5. Sign approved contracts.
6. Generally perform the duties of a presiding officer.

Section 2 - Vice-President

The Vice-President of the Board shall:

1. 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, on authorization of the President, of all special meetings.
3. Notify the appointing body of any vacancies on the board.
4. Notify any trustee that has missed three (3) regular monthly meetings in any one year of his/her term.
5. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term.
6. Write official letters of the board and keep these filed with official library records.

Section 4 - Treasurer

The Treasurer of the Board shall:

1. Have charge of the library funds and income.
2. Sign checks on the account on the authorization of the Board.
3. Report at each meeting on the state of the funds.
4. Assure that an annual report for presentation to the Kentucky Department for Libraries and Archives and the Bullitt County Fiscal Court is prepared.

Article VI — Meetings

Section I - Regular Meeting Time and Location

The regular monthly meeting of the Bullitt County Public Library Board of Trustees shall be held on the fourth Tuesday of each month at 5:00 p.m. at the Ridgway Memorial Library. Regular meetings of the Board shall be open to the public. Changes to the schedule and/or location will be posted in a timely manner.

Section 2 - Special Meetings

Special meetings may be called in the following ways:

1. By the President.
2. By the Vice-President, should the President be unreachable or unwilling to call a special meeting.

3. At the request of any two other members of the Board, should both the President and Vice-President be unreachable or unwilling to call a special meeting.

Notification of twenty-four hours previous to the scheduled time shall be considered ample notice. The notice must contain all of the item or items of business to be considered at the special meeting. The notification of the meeting and agenda must be posted at the Library at least twenty-four hours prior to the meeting.

Section 3 - Notification

Notice of all meetings shall be given by the Director to all members at least four (4) days before the meeting whenever possible.

Section 4 - Order of Business and Agenda Items

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

1. Call to order.
2. Approval of minutes.
3. Approval of treasurer's report.

The agenda should include the following:

1. Public comments.
2. Library Director's report.
3. Regional Librarian's report.
4. Committee reports.
5. Communications and correspondence.
6. Unfinished business.
7. New business.
8. Adjournment.

Article VII — Quorum

A quorum for the transaction of business shall consist of three (3) members of the Board. Any official business brought before a quorum of three members of the Board requires a unanimous vote to pass.

Article VIII- Fiscal Year

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

Article IX — Committees

Special committees for the study and investigation of special problems 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 Board and shall:

1. Have sole charge of the administration of the library.
2. Be held responsible for:
 - a. The care of the buildings and equipment.
 - b. Hiring and firing of staff in accordance with Board Policies.
 - c. The efficiency of the library's service to the public.
 - d. The operation of the library under the financial conditions as set forth in the annual budget. The director may authorize purchases up to an amount authorized by the Board of Trustees without prior approval.
3. Attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.
4. Determine and recommend needed policies for Board action.
5. Carry out the policies as adopted by the Board.
6. Maintain the operation of the Library as adopted by the Board.
7. Approve the hiring of all Library personnel and supervise staff members.
8. Oversee the selection and purchase of Library materials and supplies.
9. Provide for a continuous and active public relations program.
10. Formulate and carry out plans for extending the use of Library resources to all parts of the district served.
11. Make regular reports on the progress of the Library
12. Attend professional meetings, conventions, and workshops.
13. Provide for the continuing education and development of staff members.
14. Develop resourcefulness in providing service to all citizens to ensure Library materials and resources are available that help and/or are of interest to all.
15. Draw up the agenda, in consultation with the President, for Board Meetings.

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Article XI — Compliance

This Board, recognizing that it received its legal status under the Revised Statutes of the Commonwealth of Kentucky, shall periodically review operations and policies to ascertain that all Statutes pertaining to library are being complied with in the operations of the Library.

Article XII — Amendments

These by-laws may be amended at any regular meeting of the Board, with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call of the meeting.