

## **Madison County Public Library Board of Trustees Bylaws (2021)**

This organization shall be called The Madison County Public Library District Board of Trustees (hereinafter referred to as the Board). Members will be appointed by the County Judge Executive of Madison County, Kentucky, and approved by the Fiscal Court of Madison County in accordance with Kentucky Revised Statutes Chapter 173.735.

### **Article I: Purpose**

The purpose of this Board is to serve the citizens of Madison County by providing the best and most efficient public library service. This shall consist of establishing, equipping, and maintaining library facilities and extension services as the needs of the county are ascertained.

### **Article II: Membership (KRS 173.725 173.730)**

The membership of the Board shall consist of five individuals who, as directed by Kentucky Revised Statutes, will serve a term of 4 years and may be reappointed for one additional term. At the end of two four-year terms, an individual must sit out a minimum of one year before they can be considered for reappointment to the Board. To the extent possible, Board members shall represent different geographical areas and both city and unincorporated areas of the county. The Board shall be provided with Errors and Omissions insurance coverage.

According to KRS, a member of the Board whose term expires or who chooses to step down for other reasons before the term expires must continue to hold membership and to serve until his/her successor is named.

### **Article III: Voting**

Each member of the Board shall be entitled to one vote on all matters brought to a vote during a regular or special called meeting in which said member is present, providing a quorum is present at the time. No voting shall be done by proxy. All decisions will be made by a vote of the majority.

### **Article IV: Quorum (KRS 173.735)**

A majority of the members of the Board shall constitute a quorum and a quorum shall be necessary for the transaction of any official business.

### **Article V: Duties of the Board**

In order that the library district can be furnished with the best and most efficient library service possible, the members of the Board shall:

1. Secure adequate funds.
2. Approve and review library policies.
3. Approve expenditure of library funds, including the annual budget.
4. Encourage and receive gifts to the library.
5. Work actively for the improvement of all libraries by supporting library legislation in the state and the nation.
6. Attend Board meetings regularly. Absence from four meetings of the Board in a year will necessitate immediate removal from the Board to be in compliance with KRS.
7. Familiarize themselves with good library service by reading, attending professional library meetings designed for trustees, and visiting other libraries.

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8. Effect a liaison with the public at large concerning the library's program of services.
9. Cooperate and consult with KDLA and our regional librarian in the development of library services.
10. Exercise any and all additional powers and duties delineated in KRS 173.745.

**Article VI: Officers (KRS 173.735)**

The officers of the Board shall be President, Vice President, Secretary, and Treasurer.

Candidates for these positions will be nominated from the floor with terms for two years. Elections will be held in January. Officers may succeed themselves until their appointment to the Board expires or until they choose not to run again for office. A majority vote by members present will constitute an election.

**Article VII: Duties of the officers and the Director**

The President:

- Presides at all meetings of the Board and is eligible to vote on all matters coming before the Board
- Appoints all special committees and calls all special meetings.
- Assists in preparing all agendas.
- Conducts all board meetings in an orderly manner and performs generally the duties of a presiding officer.
- Executes all documents requiring Board approval and will be named an authorized signer for all checks related to library activities in the absence of the Treasurer. Because of this signature responsibility the President will also be bonded.

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.

The Secretary:

- Keeps a true and accurate account of all the proceedings of Board meetings and shall be responsible for assisting in issuing all notices of regular and special meetings.
- Represents the Board on any documents requiring two signatures.
- Works with the Director on maintenance of official Board minutes.

The Treasurer (as delineated in KRS 173.755):

- Works with the Director and Accountant to keep true and accurate accounts of all library funds received and disbursed, and is the custodian of all money, securities, and obligations belonging to the library taxing district.
- Assists in keeping the financial affairs of the Library in order and gives direction on investment. The Treasurer will also be provided with bond to protect the library from any loss.

The Director:

- Provides assistance to all Board members in the performance of their duties.

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- Attends all Board meetings and provides the Board with a report related to the activities of the library during the preceding month. The Board hires the Director and the actual day to day operation of the library is left to his or her discretion.
- Is bonded to protect the library from any financial loss.

**Article VIII: Meeting Date**

By KRS 173.735 the Board shall meet on a regularly scheduled basis each month. Any changes in this schedule will only be made with a minimum of a week's notice and will be posted in the library where the meeting is to be held.

**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. Notice by letter, email, or by phone, a minimum of twenty-four hours previous to the schedule time, shall be considered ample notice for a special meeting. The notice must contain the item/items of business to be considered at the special meeting. This notice must also be posted in the library where the meeting will be held a minimum of twenty-four hours in advance.

**Article X: Fiscal Year (KRS 173.560)**

The fiscal year of the Madison County Public Library District shall commence July 1<sup>st</sup> and close June 30<sup>th</sup>.

**Article XI: Compliance with Civil Rights, Equal Opportunity, Harassment and Nepotism Legislation**

The Board and employees of the Madison County Public Library District shall adhere to all State and Federal Legislation and Regulations promulgating and/or issued pursuant thereto relating to Civil Rights, Equal Opportunity, Harassment, Handicapped Accessibility, or Age Discrimination. In accordance with Kentucky Revised Chapter 173.740, the Board shall not newly employ as member of its library staff any member of the Board or any person related to the Board closer than a second cousin.

**Article XII: Amendment to Bylaws**

These bylaws may be adopted, amended or repealed by the vote of the majority of the members of the Board present and when a quorum is present. Such action is authorized only at a duly called and held meeting of the Board for which written notice of said meeting sets forth the proposed adoption, amendment or repeal of said bylaws.

**Approved by the Board of Trustees June 16, 2021**