



By-Laws

Adopted: 03/2003

Revised: 10/2020

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Article I – Name

The name of this organization shall be the SCOTT COUNTY PUBLIC LIBRARY.

Article II – Authority

The SCOTT COUNTY PUBLIC LIBRARY is a publicly funded organization, specifically a special purpose government entity, established and operating under the Revised Statutes of the Commonwealth of Kentucky, specifically KRS 173.710 - KRS 173.800 pertaining to libraries, for the purpose of providing public library services, primarily for the citizens of Scott County.

Article III – Library Purposes

The purposes of the SCOTT COUNTY PUBLIC LIBRARY shall be:

- ❖ To assemble, organize, preserve, and make easily available books and other printed and non-printed materials that will provide stimulation, education, and recreation, and to keep the public aware of the library services available to them.
- ❖ To evaluate and anticipate the ever-changing needs and demands of the community so as to maintain an appropriate supply of material in various formats to aid in the continuous education of the people.
- ❖ To stimulate the flow of ideas among all groups within the community.
- ❖ To exercise dynamic leadership in the community and take the initiative in suggesting pertinent material on problems known to exist.
- ❖ To provide the community with the best service possible by constantly improving library facilities and collections.

Article IV – Organization

The Scott County Public Library is administered by a five (5) member Board of Trustees appointed by the Scott County Judge Executive with the approval of the Kentucky Department for Libraries and Archives. The Board selects the Executive Director and provides general oversight of the Executive Director. The Board also establishes policy in accordance with KRS 173.710 – 173.800. The Executive Director assembles a competent staff to accomplish the goals and objectives of the library and to manage the daily responsibilities of the library.

- ❖ Standards for the Board of Trustees
 - Duties and Responsibilities
 - Employ a competent and qualified Executive Director.
 - Support, supervise and evaluate the Executive Director on an on-going basis.
 - Determine, adopt and revise written policies to govern the daily operation of the library.
 - Know the programs and needs of the library in relation to the community.
 - Secure adequate funding to carry on the library's program and meet its objectives.
 - Establish, support, and participate in a planned public relations program.
 - Assist in the preparation of and approve an annual budget.
 - Know the laws regarding libraries and actively support library legislation in the state and nation.
 - Attend all board meetings and see that accurate records are kept on file at the library.
 - Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. Be aware of the services of the state library agency.
 - Be aware of the services and standards of the state library agency and strive to reach the highest recommended level.
 - Report regularly to the appropriate governing officials and the general public.
 - To support "Friends of the Library" organization.

- Participate in long range planning to facilitate the progress of the library.
- Appointment
 - Trustees are appointed by the Scott County Judge Executive upon recommendation from the local library board and the state library commissioner.
 - Trustees serve a term of four years and may serve an additional term upon re-appointment. Partial terms do not constitute a full term.
 - **Vacancies – KRS 173.730**
- Officers
 - Officers shall be a President, Vice-President, Secretary, and Treasurer.
 - Officers shall be elected by the Board at its regular annual meeting.
 - Officers are elected for a term of **two (2)** years but may be re-elected.
- Duties of Officers
 - President
 - ◆ Preside at all meetings.
 - ◆ Appoint all committees.
 - ◆ Authorize calls for special meetings.
 - ◆ Generally, perform the duties of a presiding officer.
 - Vice-President
 - ◆ Assume duties of President in case of illness or absence.
 - Secretary
 - ◆ Ensure that true and accurate minutes and other records are kept for all proceedings of the Board and any called committee meetings.
 - ◆ Responsible for seeing that notices of all regular and special meetings are issued.
 - ◆ See that vacancies are addressed.
 - Treasurer
 - ◆ Oversee library expenses and income.
 - ◆ Report at each meeting on the state of the funds.
 - ◆ Oversee investment income.
 - ◆ Transfer funds according to board policy.
- Meetings
 - The Scott County Public Library Board of Trustees shall meet monthly at a regular stated date and time.
 - The annual meeting shall be held at the time of the regular monthly meeting in July at the regular meeting place.
 - Special meetings may be called by the President, or the Presiding Officer, or a quorum of trustees.
 - Notice for all meetings shall be given by the Secretary or his designee to all members of the Board.
 - Proper procedure according to KRS will be followed for all meetings.
- Termination
 - After the absence of a trustee from four (4) regular monthly meetings of the board during any one (1) fiscal year of his/her term, the trustee shall be considered to have automatically resigned. If a board member resigns, notice shall be given to the appointing authority, county judge executive, by the Board President, or Presiding Officer, within a week.
- Quorum
 - A quorum for the transaction of business shall consist of three (3) members of the Board.
- Fiscal year
 - The fiscal year shall be from July 1 to June 30.

- Committees
 - Special committees of no more than two (2) trustees 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.
- Order of Business
 - Business at the regular meetings shall include:
 - ◆ Call to order
 - ◆ Approval of minutes
 - ◆ Approval of Treasurer's report
 - ◆ Approval of voucher for expenses
 - ◆ Committee/Departmental reports
 - ◆ Report of Librarian
 - ◆ Unfinished business
 - ◆ New business
 - ◆ Adjournment
 - Business shall be conducted according to the latest edition the Kentucky Library Board of Trustee Manual from the Kentucky Department of Libraries and Archives. All meetings will be conducted in accordance with the Open Records Law.
- Expenses
 - A board member incurring expenses in the conduct of approved library business shall submit an itemized account to the treasurer for payment.
 - The board shall pay dues for one member of the board and the Executive Director for membership in the American Library Association from library funds.
 - Membership for each trustee in the Kentucky Library Association and in the Friends of Kentucky Libraries shall be paid from the library funds and continue automatically.
- ❖ Standards for Executive Director
 - The Board of Trustees will employ a competent, qualified Executive Director who holds an appropriate certification of librarianship issued by the Kentucky State Board for the Certification of Librarians (KRS 171.260).
 - The Board supports, supervises, and evaluates the Executive Director based on the current job description.
 - The Board reviews the Executive Director's job description annually.
- ❖ Standards for Staff
 - The Executive Director will hire competent, qualified staff members based on current job descriptions.
 - Job descriptions, which are reviewed annually, will include current state certification requirements.
 - The Executive Director and Department Heads evaluate staff members annually.

Article V – LIBRARY POLICIES

- ❖ The library board will establish policies in accordance with best practices and KRS pertaining to libraries which will include but not be limited to
 - Materials Collection Policy
 - Interlibrary Loan Policy
 - Re-evaluation of Materials
 - Internet
 - Meeting Rooms Policy
 - Exhibits
 - Display of Community Information
 - Distribution and Posting of Non-Library Materials
 - Public Conduct
 - Unattended Children
 - Investment Policy
 - Personnel Policy
 - Circulation Policy
 - Gift Policy

- Library Operations Policy
 - User Policy
 - Record Retention Schedule
- ❖ Policies will be reviewed annually or on as needed basis and revised as necessary.
- ❖ Policies may be approved and adopted at any regularly scheduled board meeting in which a quorum is present.

Article VI – Long Range Planning

The Board and Staff with the assistance of the community will develop a long-range (at least five years) plan to provide direction for the library.

- An annual action plan will be developed to provide accountability for the goals and objectives identified in the long-range plan.
- Both the long-range plan and the action plan can be adopted or revised by the board at any regularly scheduled meeting in which a quorum is present.

Article VII – Amendments

These by-laws may be amended at any regular meeting of the board in which a quorum is present by a unanimous vote of the members present, provided that the amendment (s) was stated in the call for a meeting.