

Lincoln County Public Library Board Policies

BOARD ORGANIZATION

The Lincoln County Public Library is established under KRS 173.470 (taxing districts). The board of trustees is established as the authority to operate LCPL in accordance with by-laws and board policies.

Membership (Reviewed April 2, 2015. Revisions approved April 13, 2015)

Board members are appointed to a four- (4) year term. Trustees may serve for two (2) consecutive terms after which they may not succeed themselves. They may be reappointed no earlier than twelve (12) months following the end of their last service. The members shall hold office until their successors are appointed and qualified. (KRS 173.730 taxing districts).

There shall also exist an advisory board consisting of interested citizens who express a willingness to serve in that capacity. The appointed Board shall approve all members of the Advisory Board. As positions become available on the Executive Board, members of the Advisory Board will be considered as candidates for vacancies. The Advisory Board shall be composed of the county judge, county school superintendent or appointee, the president of the Lincoln County Homemakers Association and/or their appointee, at least two members from Stanford, and when available, one member from each section of the county.

Advisory Board members are encouraged to express their opinions and make suggestions to the Executive Board, but are not permitted to vote.

No person is eligible for appointment to the Board or Advisory Board who has a direct or indirect financial interest in the sale of materials or services to the library for which library funds are expended. (KRS 173.510)

The Board shall not employ as a member of the library staff any member of the Board or anyone related more closely than second cousin to any member of either the Executive or Advisory Boards. (KRS 173.510)

Authority of the board of trustees

Each member of the LCPL Board, together with other members of the board, is legally and morally responsible for the activities of the LCPL. All members of the board share in a joint and collective authority that exists and can only be exercised when the group is in session.

Board member commitment

Serving as a board member of the LCPL involves a very special commitment. To meet that commitment, board members are expected to:

- ensure adherence to LCPL's mission
- attend and actively participate in all of the board's meetings, and notify the director or board president of anticipated absence when possible
- when absent from a meeting, inquire about the results of the missed meeting
- do their homework to be prepared to participate fully in board and committee meetings
- act only with the full board, not individually unless authorized to do so by the full board
- speak for the full board only when the full board sanctions their doing so

Board delegation of policy interpretation to staff and public

The Board delegates to the director responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives and guides not specifically covered or detailed in the Board Policy Manual. Such interpretations, rules and directives have the force of board regulations unless and until superseded by board action.

Board member conflict of interests

Board members are governed by statute concerning conflict of interests--KRS 173.740 (KRS.173.340). Trustees have a duty to subordinate personal interests to the welfare of the LCPL and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members and employees are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the trustee or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts.

Board members or employees may not have a financial interest in any property, which LCPL purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which LCPL does business.

There may exist incidences of conflict of interests not covered in the statutory prohibition. Since it is not possible to write a policy that covers all potential conflicts, board members and employees are expected to be alert for and avoid situations that might be construed as conflicts of interests.

Any possible conflict of interests on the part of any board member should be disclosed to the other board members and made a matter of record.

Any board member having conflict of interests or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

These restrictions should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members, since his or her knowledge could be of assistance to the deliberations.

Ethical obligations of board members

The board will approve a code of ethics for board members. All board members shall be given a copy of the code of ethics, and shall be expected to adhere to the provisions of that code.

The Lincoln County Public Library Board of Trustees Code of Ethics

As a member of the LCPL Board of Trustees, I will...

- listen carefully to my teammates, and those served by LCPL
- respect the opinion of other board members
- respect and support the majority decisions of the board
- recognize that all authority is vested in the board when it meets in legal session and not with individual board members
- keep well-informed of developments that are relevant to issues that may come before the board
- participate actively in board meetings and actions
- call to the attention of the board any issues that I believe will have an adverse effect on LCPL or those we serve
- attempt to interpret the needs of constituents to LCPL and interpret the action of LCPL to its constituents
- refer constituent or staff complaints to the proper level on the chain of command
- recognize that the board member's job is to ensure that LCPL is well managed, not to manage LCPL
- vote to hire the best possible person to manage LCPL
- represent all constituents of LCPL and not a particular geographic area or special interest group
- do my best to ensure that LCPL is well maintained, financially secure, growing, and always operating in the best interests of constituents
- always work to learn more about the board member's job and how to do it better
- declare any conflict of interests between my personal life and my position on the LCPL board, and avoid voting on issues that appear to be conflict of interests.

As a member of the LCPL Board of Trustees, I will not...

- Be critical, in or outside of the board meeting, of other board members or their opinions
- Discuss the confidential proceedings of an executive (closed) session outside the board meeting
- Promise prior to a meeting how I will vote on any issue in the meeting
- Interfere with duties of the director or undermine the director's authority.

Nomination of board members (applies to taxing districts only)

It is the policy of the LCPL Board to carefully nominate for appointment to the board persons who:

- Believe in the cause and mission of the LCPL
- Will commit completely to the board member responsibility for LCPL
- Will participate actively as part of the LCPL Board team
- Will advocate in the community for LCPL

The board president will periodically remind board members and the director to submit board candidate recommendations to be filed for use at the appropriate nomination time.

Terms of office and appointment procedures will be as specified in KRS 173.730.

Vacancies on the board (applies to taxing districts only)

When vacancies occur on the board the following procedure shall be followed:

- the president will accept recommendations from the board and the director
- a list of the nominees will be submitted to all board members prior to the meeting at which the board will make its official nomination
- nominations for vacancies will be made only by a majority vote of the board members present at an official meeting of the board
- two names for each vacancy shall be selected and sent to the state library commissioner
- the commissioner shall review the names in nomination and, upon his/her approval, shall forward the names to the local county judge-executive
- the county judge-executive, with the approval of fiscal court, shall appoint one of the two names nominated for each vacancy
- the appointed person shall take an oath of office before assuming duties as a trustee.

Removal of board members

A member of the board may be removed from office as provided by KRS 65.007 (taxing districts), which reads in part, "removal by the appointing authority after a hearing with notice as required in KRS Chapter 424 for inefficiency, neglect of duty, malfeasance, or conflict of interest." The fiscal court must approve the removal.

Meeting attendance requirement (Reviewed April 2, 2015. Revisions approved April 13, 2015)

It is the policy of LCPL board that trustees must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the board is required to make. Board members should be in attendance of whole meeting to be counted present.

If a board member will be absent from all or part of any meeting, the trustee is expected to contact the board president or the director as soon as the need to be absent is known.

If a board member or advisory board member is absent from four (4) regular monthly meetings in any one- (1) year of his/her term, he/she shall be considered to have

automatically resigned from the board. KRS 173.730. The term year for LCPL is July 1 through June 30.

When a board member has missed three (3) regular monthly meetings in any one (1) year of his/her term, the secretary of the board shall send a letter to the board member to remind him/her of the statute regarding attendance and inform said trustee of his/her current number of absences.

Compensation of board members

Board members shall not be compensated for service on this board. (KRS 173.740; .340) Serving on the LCPL board is a volunteer position, and reimbursing mileage to attend the meetings cannot be considered a reimbursable expense.

Reimbursement of expenses

Board members may be reimbursed only for out-of-pocket expenses actually incurred and given prior authorization by a vote of the board (KRS 173.740; .340). Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a board member on LCPL business. No expenses will be reimbursed for non-business related travel or extension of stay beyond completion of the business for LCPL.

Reimbursement of authorized out-of-pocket expenses will be according to the same reimbursement policy applied to staff as found in the LCPL Staff Manual.

Board legal counsel

Only the board president, the director, or their designee may contact legal counsel on behalf of the board. Costs billed to LCPL and associated with individual board members contacting legal counsel, auditors, or other professional consultants without specific authority from the board of trustees, will be billed to the board member making the unauthorized contact.

Board correspondence

The board or its president will approve correspondence from the board. Except for reports that legally require the secretary or treasurer's signature, all correspondence from the board will be over the president's name. All correspondence from the board will be written on LCPL letterhead stationery and will be prepared by the office of the director. Use of LCPL letterhead will be limited to official library business only.

Board members speaking for the board to the public or media

Individual board members may not speak to the public or the media on behalf of the board unless authorized by the board to do so.

When speaking about LCPL or about board action, trustees should be careful to define

when their remarks represent personal opinion and when their remarks represent official board position. Board members must be aware that they are always seen as board members even when they designate comments as personal.

Board member orientation and development

The LCPL board believes that professional development for board members is vital to good governance of LCPL. Therefore, new board members will be given a thorough orientation about LCPL, the regional and statewide library program, board operations, finance, board ethics, responsibilities and liabilities. The library director, the regional librarian, and the board president or his/her designee shall conduct this orientation.

The board will also include in the annual budget of LCPL funds for board development. These funds will be used to pay for publications and materials to assist the board to learn the job, training and in service programs oriented to board operations, and travel to conferences and workshops that will assist board members to develop their governance skills.

Authority of board members

Board members have authority only when acting as a body in a legal meeting of the board.

The board will not be bound in any way by any statement or action by any individual trustee except when such statement or action is in pursuance of an adopted board resolution or special instructions by the board, or under specified delegation of responsibility.

Board member management of staff and public concerns

It is the policy of the LCPL Board that when a board member is contacted by a staff member or member of the general public who has a concern or complaint about LCPL or persons within LCPL, the board member will follow the following procedures:

- Remember that individual board members have no power or authority to speak or act for the full board
- Listen to the person's concern
- Express a desire to reach a satisfactory solution
- Explain that the board and management have established a process for handling concerns which starts with the person most immediately responsible, suggesting that the concern be discussed with that person
- Refer complaints, other than staff complaints, to the official complaint form

available at the library -- refer staff complaints to the established grievance procedure

- Assure the person that the director will be informed of the concern
- Ask the person to report back to you about the progress or resolution of the concern, if desired
- Inform the director of the complaint or concern.

Guidelines for processing public complaints

From time to time situations may occur that create legitimate complaints on the part of the public or constituents relative to LCPL. Complaints must be aired so that all sides of the issue may be heard and a rational procedure or solution found.

Anyone having a complaint, other than those involving censorship of library materials (which have their own form and procedure) is encouraged to file a complaint. Forms may be picked up at the library. The person originating the complaint must sign all complaint forms. The nature of the complaint should be stated as well as the relief sought.

Step by step for persons other than LCPL staff to file a complaint

Each step in this procedure will give consideration to the complaint and will be a review of the facts. Each individual receiving the complaint will issue a written response within a specific time period. If remedy is not achieved through the steps, LCPL board is the final hearing

STEP I-- Formal Process-- The formal process begins with the person filing the complaint. He/she prepares a written statement containing his/her name, address, and telephone number; the condition, situation, or individual being complained about and why; the requested remedy. The form should be signed, dated, and filed with the individual closest to the complaint.

STEP II-- If the complainant is not satisfied with the decision at the first level; he/she may present the complaint to the director (in writing) and expect response within five (5) days from the date it was presented to the director

STEP III-- If the complainant is not satisfied with the decision of the director; he/she may submit a copy of the complaint to the LCPL board within ten (10) days of receiving the director's response.

STEP IV-- Within thirty (30) days, the board will have conducted a hearing, from which it has gathered enough information on which to base its decision. Once able to reach a majority decision, it will do so in writing to the complainant. This decision is final.

LCPL OFFICIAL COMPLAINT FORM

PERSON FILING COMPLAINT: _____ DATE: _____

WHERE YOU MAY BE REACHED:

Address: _____

Phone: _____

EXPLAIN NATURE OF COMPLAINT: _____

REQUESTED REMEDY: _____

RESPONSE #1 (Level-line staff): _____

RESPONSE #2 (Level-Director): _____

RESPONSE #3 (Level- Board of Trustees): _____

DIRECTOR RESPONSIBILITIES AND FUNCTIONS

In the conduct of the ongoing business of LCPL, the director is responsible for all business operations, including management of the assets of LCPL; training, promotion, discipline, and termination of employees; and for establishing and maintaining the business organization and structure to efficiently conduct the management functions of LCPL.

The director plans for and administers a program providing service in accordance with LCPL's stated mission and in such a manner that optimum results are achieved in relation to the resources of the library, and operates under the general direction of the LCPL board of trustees.

Executive communication/counsel to the board

The director will provide information and counsel to the board. Accordingly, he/she will:

- Make the board aware of special events, relevant trends, material external and internal changes, and the assumptions upon which any board policy has previously been established
- Submit required monitoring data in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored
- Marshal as many staff and external points of view, issues, and options as needed for fully informed board choices
- Present information in a form that is understandable and of reasonable length.

Delegation to the director

The board's job is generally confined to establishing top most policies, leaving implementation of board policy to the director. All board authority delegated to staff is delegated through the director.

The director is authorized to make all decisions, take all actions, and develop all activities that are true to the board's policies. The board will respect the director's choices so long as the delegation continues. This does not prevent the board from obtaining information about the activities in the delegated areas.

No individual board member, officer, or committee has any authority over the director. Such parties may request information, but if such request, in the director's judgment, requires a material amount of staff time, it may be refused.

Acting with the authority granted above, the director may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics for the "prudent person" test, in violation of funding source requirements or regulatory bodies, or contrary to explicit board constraints on executive authority.

Should a situation arise wherein the director deems it unwise to comply with a board policy, he/she will inform the board of trustees. Informing is simply to guarantee no violation may be

intentionally kept from the board. It is not for the purpose of receiving approval. Board response at that time does not exempt the director from subsequent board judgment of his/her actions.

Areas of responsibility delegated to the director

In the area of **human resources**, the director relates both to the board and to the staff of LCPL, but has ultimate responsibility to the board.

For the Board of Trustees, the Director

- Develops and recommends to the board specific, written, long- and short-range plans for the development of LCPL programs and services
- Maintains appropriate relations with the board and various board committees, and keeps them informed
- Interprets trends in the field of library science by maintaining involvement in the professional field as a whole
- Assists with orientation and training programs for the board.

For the LCPL staff, the director:

- supervises and directs staff in the performance of their duties
- evaluates the performance of staff members
- provides overall control of and direction for the personnel of LCPL, including active participation in or approval of personnel actions
- manages volunteer staff activities.

In the area of **planning**, the director:

- evaluates the services being provided by LCPL in relation to specified goals and objectives determined in the long-range plan, and recommends modifications where appropriate
- recommends new programs to the board

In the area of **finance**, the director:

- prepares LCPL budgets and is accountable for control of these resources once approved
- directs all financial operations of LCPL.

In the area of **constituent relations**, the director manages all activities including coordinating board activities in this area.

In the area of **public relations**, the director interprets the function of LCPL to the community by assisting the board, through direct involvement and through public relations programs, including personal contact, descriptive program literature, and the media.

In the area of **interagency relations**, the director:

- maintains appropriate relations with other professional and service groups in the community
- maintains appropriate relations with federal, state, and local government units
- maintains appropriate relations with other libraries within the region and state
- maintains appropriate relations with the Kentucky Department for Libraries & Archives.

In the area of LCPL *organizational operations*, the director:

- recommends policies to the board and/or assists the board in the formulation of policies for the effective and economical operation of LCPL and its programs
- ensures implementation of the policies adopted by the board
- has chief administrative responsibility for maintenance of agency facilities, and regular reporting to various bodies
- carries chief responsibility to ensure that legal obligations of LCPL are met.

Monitoring director performance

Monitoring director performance is somewhat synonymous with monitoring organizational performance. The board delegates management to the director and must have a process for ongoing monitoring of the director's performance of the delegated duties. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.

The board will monitor director performance by awareness of the director's job description, careful attention to all reports delivered to the board, and through an annual written evaluation of the director's job performance.

Director performance evaluation

It is the policy of LCPL to regularly evaluate the work performance of the director. The evaluation will be given at the December board meeting. The entire board will participate in the evaluation process.

The board president sends the checklist to all board members with a self-addressed stamped envelope so that all evaluations are returned to the home or business address of the board president. A request is sent with the evaluation form to complete within ten (10) days. Respondents have the option of signing or not signing their evaluation forms. Constructive criticism from board members should be specific so that the director may take appropriate corrective action.

When the board members have returned the evaluation forms, the president of the board makes up a composite checklist that, by line item, indicates the number of responses for each rating. All comments are randomly listed without identifying the source of each comment.

At the December meeting the Board will present the director with the evaluation. Should the director be in serious disagreement with part or all of the evaluation, the right to respond to the full board must be available. Such a response should lead to a dialogue in which the problem area can be resolved in a candid and professional way.

Both the director and the board president should sign the final evaluation. A copy of the evaluation is given to the director, and the original evaluation is placed in the Director's file.

Board members will not solicit information regarding the director's performance from subordinate staff. Staff plays no role in the evaluation. The board recognizes that including

staff can seriously erode the relationship that must exist between the director and staff.

Board/director relationship

The board of trustees recognizes and maintains the following guidelines in the board's relationship with the director:

- Good management is recognized as one of the key factors in the success of the library. The board reserves the authority to establish policies, approve plans and programs, and delegate authority to the director.
- The board will approve policies and long-range plans and programs for LCPL, and delegate authority to the director to execute and carry out the policies, plans, and programs. The director will be responsible for training, supervising, disciplining, and terminating of staff.
- Board members will refrain from individually discussing management and personnel issues with LCPL personnel other than the director. The board, in consultation with the director, may confer with key personnel at regular or special meetings of the board.
- Authority for management of LCPL will be through the board of trustees to the director, then to other personnel. The board will require full and timely information from the director concerning pertinent matters that relate to the management of LCPL.
- The board recognizes that efficient management of LCPL can exist only through mutual understanding and cooperation between the board and the director. The board also recognizes that the director is accountable to the board to show results, but the director cannot perform well and show good result if not given latitude to exercise independent judgment in executing board policy. Therefore, the board grants that latitude of judgment and discretion and expects full accounting of performance from the director.
- The board recognizes its position as the employer of the director and will be responsible for a systematic annual evaluation of the director's performance. The evaluation will be for the purpose of improving the director's performance and to provide a basis for consideration of the director's salary for the next year.
- The director's employment with LCPL may be terminated for cause upon written notice to the director.

BOARD MEETINGS

Caution! Library board meetings are subject to Kentucky Open Meetings law (KRS 61.805-61.850). Follow all provisions of this law regarding closed meetings, special called meetings, notification, agenda posting, agenda content, and all other meeting elements.

Conduct of meetings

So meetings may be conducted in the most orderly manner, discussion of agenda items will be limited to communications among board members, between the board and the director, and among the board, director, regional librarian, and those the board and director request to make presentations.

Board Calendar

The board will establish a calendar of agenda items annually. The calendar will list agenda items that regularly require board action during specific time frames each year.

Regular meetings

Regular meetings of the board will be held monthly at regularly scheduled dates and times at the library. The board will make every effort to maintain those dates as board meeting dates. Notice of the regular meeting date, time, and place must be published in the local newspaper each year at the beginning of the calendar year.

Special meetings

Special meetings of the board should be called only rarely when the business to be addressed cannot wait until the next regularly scheduled meeting. A special meeting of the board may be called by the president of the board or by any two- (2) board members. A call for a special meeting will state the business to be addressed by the board at the special meeting. Every member of the board must be notified of the special meeting. For special or rescheduled meetings, written public notice must be given no later than twenty-four (24) hours before the meeting. In addition to the date, time, and place of the meeting, the agenda must also be announced. During the special or rescheduled meeting, no items other than those listed on the agenda may be discussed. Public notice, in this case, may mean only posting the notice of the meeting and the agenda in the public area of the library. If the local news media has requested, in writing, to be notified of all special meetings, the director or board president shall notify those media sources requesting notification within twenty-four (24) hours of the meeting.

Absence from meetings

If a board member is absent from four (4) regular monthly meetings in any one- (1) year of his/her term, he/she shall be considered to have automatically resigned from the board. (KRS173.730)

The term year for LCPL is July 1 through June 30. If an Advisory Board member misses four (4) consecutive meetings in any one- (1) physical year, he/she shall be considered to have automatically resigned from the board.

Open board meetings

It is the policy of the LCPL Board to hold open board meetings, in compliance with KRS 61.805-61.850, using the following guidelines:

- Agendas will be provided to guests at the beginning of the meeting.
- Guests may comment to the board only at the designated "Open Forum" section on the agenda or when the board requests public comment.
- When dealing with confidential matter the board may elect to go into closed session (see below).
- Board committee meetings are covered under the Open Meetings law if more than two (2) trustees are present at the meeting. Otherwise, such committee meetings are not generally open to non-board members or designated staff except at the invitation of the committee.

Closed meetings / executive sessions

All meetings of the board shall be open to the public except as specified below. In compliance with KRS 61.810, the board will close its meetings only when:

- Deliberations on the future acquisition or sale of real property by the library, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.
- Discussions of proposed or pending litigation against or on behalf of the library.
- Discussion or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, without restricting that employee's right to a public hearing if requested, provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret.

To close a meeting, a motion must be made and approved by a majority of the board stating the specific reasons for closing the meeting. Business conducted in the closed session must pertain directly to the stated purpose for closing the meeting.

Meeting agenda packet

All matters to be considered by the board at the meeting will be included on the agenda and in the board packets delivered to board members at the meeting. The board may vote to waive this requirement to discuss only items on the published agenda, at a regularly scheduled monthly meeting, by a majority vote of the board.

Meeting agendas will be developed by the director and approved by the board president prior to the meeting.

All board members will have an opportunity to request items be placed on the agenda prior to the agenda being published and distributed.

The LCPL board meeting agenda will approximate the following outline:

- Call to order
- Secretary's Report (minutes of previous meeting)
- Treasurer's Report (financial statement/budget report and payment voucher)
- Regional Librarian's Report
- Library Director's Report
- Committee Reports
- Communication and correspondence
- Unfinished business
- New business

Public Forum

Time will be allowed at each regular monthly meeting for comments from the public. The board, at its discretion, may limit the amount of time allotted for public comment.

While no person may be required to identify himself/herself in order to attend a board meeting, the Open Meetings law does not grant those persons the right to participate in the meeting and address the members of the board during the meeting. The LCPL board may require individuals wishing to address the board during the public forum time to identify themselves and/or the organization(s) that they represent.

Quorum

No business may be conducted without a quorum of the board present. A quorum shall consist of three (3) Executive Board members.

Voting

All members of the LCPL board who are present when a question is put will vote upon the question unless excused by the other members present or unless disqualified by conflict of interests. Results of the vote will be recorded in the minutes, listing trustees by name.

Voting on all motions will be by voice unless requested otherwise by a member of the board.

A board member who is present at a meeting of the board at which action is taken will be presumed to have concurred in the action taken unless the dissent of the board member is entered in the minutes of the meeting. Such dissent will be indicated by a simple "no" vote on the action.

Minutes of the board meeting

Records of all actions of the board will be set forth in the minutes of the meeting. These minutes are subject to the Open Records law (KRS 61.870-61.884). Minutes will be kept on file as the official record of the LCPL Board, and may be examined by the public.

The office of Secretary of the Board will be custodian of the minutes. However, the actual recording of the minutes may be delegated. (To clerical staff, a tape recorder, and volunteer)

Minutes of the meetings are the record of the actions of the board, not a record of discussion. Minutes of the LCPL board meetings will include:

- The date, time, and place the meeting was called to order
- The type of meeting--regular or special
- The name of the presiding officer
- A statement that a quorum was or was not present, including any changes occurring in that status during the meeting
- The names of those trustees present and the names of those trustees absent from the meeting
- Notation that financial reports were examined by the board and bills authorized for payment
- The exact wording of all motions, whether passed or failed
- Disposition of each motion made--passed or failed (Each board member's vote will be recorded by name; no views, protests, or explanations from trustees about the vote will be recorded in the minutes unless the full board allows such entries.)
- Notation of each committee report
- Notation of time of adjournment of the meeting.

Electronic recording of meeting

To ensure free discussion and debate at meetings of the board, no electronic recording devices may be used by individual board members, director, or anyone else attending the meetings. Recording equipment may be used by the full board to state information from which the secretary may later construct the minutes.

LIBRARY FINANCE

Fiscal year

The LCPL fiscal year will be the first day of July to the last day of June.

Fiscal management

Financial resources of LCPL are the responsibility of the board. The board will:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided by LCPL.
- Provide guidelines for management and allocation of financial resources which will produce optimum benefit for those we serve
- Monitor and evaluate the financial plans and guidelines of LCPL to ensure the financial integrity of LCPL.

Budgeting

An annual operating budget will be prepared by the director and presented to the board for approval at least sixty (60) days prior to the beginning of the next fiscal year. The budget will reflect the cost of carrying out the programs and services of LCPL for the next fiscal year. This budget will also reflect the anticipated revenues of LCPL.

The budget will be viewed by the board as their financial plan for LCPL, and approval of the budget by the board will be authority for the director to manage LCPL's finances according to the plan without seeking further approval of the board. However, the director will keep the board well informed of the ongoing status of the financial plan, and will not make expenditures outside the budget plan without seeking board approval to amend the budget. Amendments to the budget will be presented to the board for approval for any of the following reasons:

- LCPL enters into contracts that were not included in the approved budget
- Management proposes a major expenditure that was not included in the approved budget
- Significant unanticipated revenues are received or significant cost overruns occur.

Accounting

The accounting system used by LCPL will utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the LCPL auditor.

The accounting practices and procedures used by LCPL will allow for adequate management of LCPL's revenues and expenses, and will provide adequate systems of monitoring by the board of trustees as well as outside auditors.

Financial reports and audits

Reports reflecting the financial condition of LCPL will be presented to the board monthly. These financial reports will include monthly revenue and expense statements for the month and year-to-date with comparison to the budget.

An independent audit will be conducted every year (per KRS 365A.030) by a CPA certified to do governmental accounting audits.

Signing checks

Authorized signatories for all general fund accounts shall include the president of the board and the treasurer of the board.

It is the responsibility of the director to ensure that signatures can be gained from appropriate signatories so that payment can be made on obligations of LCPL. It is also the responsibility of the director to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

Use of credit cards

LCPL credit cards will only be used for appropriate LCPL business, including but not limited to attendance at library conferences, and all uses will be appropriately documented. The LCPL credit card will not be used for personal expenditures. The card shall carry a credit ceiling of \$1,000.00. Monthly reports of credit card billings will be provided to the board.

Investment practices

The Board of Trustees of the LCPL has the primary responsibility for the management of the investment portfolio and operating funds. The board is authorized to delegate, from time to time, either the director of the library and the treasurer or the budget/finance committee of the board certain investment and fund management functions and responsibilities at its discretion. Within the limitations of this policy statement, the investment portfolio will be managed to provide essential liquidity for the operation of the LCPL and safety of the funds invested. The status of the investment portfolio and the operating cash accounts will be reported to the board monthly.

The following rules will govern the management of the LCPL investment portfolio and operating funds:

1. All deposits in financial institutions should be insured by either the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. Any funds held in a financial institution in excess of the amount insured by one of these two agencies will be collateralized by securities which meet the standards of collateralization for the Commonwealth of Kentucky as stated in KRS 42.500. Funds necessary to cover six (6) months operating expense should be invested in local financial institutions. Excess funds may be invested in non-local financial institutions if the rate on these deposits is in excess of 112% of the rate for comparable deposits in local institutions.
2. Investments can be made in direct obligations of the United States government. Duration of the investments will be recommended by the finance committee or alternately by the library director and the treasurer and be approved by the full board of trustees.

This policy may be changed, as time may require, by majority vote of the full board of trustees.

Director limitation

The director may not risk financial loss to LCPL beyond those that may occur in the normal course of business. The director will:

- Ensure against embezzlement, casualty losses to full replacement value, and against liability losses (to board members, organization, or staff) beyond the minimally acceptable prudent level
- Ensure that all personnel with access to significant amounts of LCPL money are appropriately bonded
- Ensure that facilities and equipment are properly maintained
- Limit exposure of LCPL, the board, or staff to claims of liability
- Disburse funds only under controls sufficient to meet the board-appointed auditor's standards
- Invest operating capital only in secure short-term investments
- Ensure off-site backup of all computer and other financial records necessary for uninterrupted operation of LCPL.

Purchases by staff

Staff purchases of supplies and materials for the library will be made only with proper authorization from the director.

Spending authorizations

The director may make expenditures consistent with the board-approved budget without further board approval. However, the board of trustees must formally approve expenditures that are not within the board-approved budget.

A list of anticipated major capital expenditures should be included with the annual budget that is submitted for board approval.

The director may authorize unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the board for approval. The board of trustees will be informed of the expenditures as soon as possible.

Insurance/Bonding protection of LCPL

The director will recommend to the board all necessary bonding of trustees and staff members who handle LCPL funds and recommend to the board any appropriate insurance protection to protect the finances of LCPL.

Charitable donations by LCPL

Because LCPL is itself a tax supported, non-profit organization, it does not make charitable contributions.

Bad debts owed to LCPL

If the total receivable from any one individual or organization is \$50.00 or less, the director may authorize the debt to be written off if he/she believes the debt is uncollectable.

Write-offs of debts over \$50.00, which the director believes are uncollectable, may be authorized only by a vote of the LCPL board of trustees.

Delinquent accounts may be assigned for collection to legal counsel or taken to small claims court, as the director deems appropriate.

EMPLOYMENT POLICIES

Chain of command

The LCPL board believes strongly in the chain of command:

Board – Director -- Line staff

The board is concerned about the needs and success of staff and will work through the chain of command to facilitate the success of all LCPL staff.

The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions, and in any other way communicating with the board about the business of the library. Staff members who take complaints, requests, criticism, or other library business directly to the board or individual trustees without working through the director will be considered insubordinate and subject to disciplinary measures by the director.

The board expects all board members to respect and follow the chain of command when communicating with staff about the business of the library. Board members will not take complaints, suggestions, requests, or demands to the staff except through the director. When a trustee receives a complaint or suggestion from a staff member other than the director, the trustee will remind the staff member of this board's policy about following the chain of command. The board member will also report the staff communication to the director.

Employee grievance procedure

The objective of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among LCPL employees. This policy applies to all regular employees. This policy is part of the LCPL Staff Manual, but it is also included here in the Board Policy Manual to make it clear to all board members that they can refer employees to the grievance procedure, and how the board is involved in the grievance procedure.

All staff members shall receive a fair hearing for grievances. Any employee, who feels he/she has been discriminated against, unfairly treated or evaluated, or unfairly recommended for dismissal may file a grievance.

The employee should first discuss the problem with the director. If a satisfactory solution cannot be reached between the employee and the director, the Board will act upon the grievance at the next regularly scheduled meeting. Within one week of the Board meeting, the president will notify the staff member, in writing, of the decision of the Board. The decision of the Board is final.

The employee who has the grievance may not schedule his/her own appearance before the Board without the knowledge of the director. Such action shall be considered insubordination and may be grounds for dismissal.

Personnel policies

Appropriate and complete personnel policies will be presented by the director and adopted by the board. Periodically' the board shall review and update all personnel policies designated by the director for review.

Personnel policies are published in a separate Staff Manual. All employees will be given a copy of the most recent and updated Staff Manual, and will sign acknowledgment of such receipt.

Implementation and administration of all personnel policies are the responsibility of management.

Professional memberships

The board recognizes the importance of employees staying current in fields related to their employment and the importance of maintaining professional status. Therefore, LCPL may pay for the cost of professional memberships for employees within the limits of the budget and provided such membership is in the best interest of LCPL.

LCPL may also pay the cost for employees to attend meetings related to their professional memberships if the meeting is judged to be in the best interest of LCPL.

Requests for reimbursement and/or use of the library's credit card must be made to the director and be given prior approval by the director.

Nepotism

Board members and members of their immediate families may not be employed by LCPL, in compliance with KRS 173.740. Members of the immediate family of the director may not be employed by LCPL without a vote of the board.

The term "immediate family" as used above is defined as any relationship, whether by blood or marriage, closer than a second cousin.

Equal employment opportunity

All employment decisions and personnel actions will be administered with the purpose of promoting and ensuring equal opportunity for all persons. All hiring and promotional decisions will be made on the basis of valid, written job requirements set forth in the appropriate position description or vacancy posting.

Sexual harassment

Sexual harassment undermines the integrity of the work environment and will not be tolerated within LCPL. Sexual harassment may include words as well as acts, sexual advances, offensive touching, and offensive or derogatory sexual comments. All such conduct is forbidden particularly when:

- Submission to such conduct is explicitly or implicitly made a condition of employment

- Submission to or rejection of such conduct by an individual is used as a basis of employment decisions affecting the individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Smoking on LCPL premises (Effective January 1, 2018)

Smoking and the use of tobacco is prohibited by employees, customers, and vendors on property that is owned, operated, leased, occupied, or controlled by LCPL, including company vehicles in these areas. Smoke or tobacco products may be used within private vehicles that are parked 25 feet from an entrance to the building or an air intake vent.

Drug-free workplace

Employees are LCPL's most valuable resource, and for that reason their health and safety are of paramount concern.

The manufacture, distribution, possession, or use of alcohol or controlled substances, including amphetamines, barbiturates, heroin or opiate derivatives, or hallucinogens, while on the job or on LCPL property will result in disciplinary action.

The legal use of drugs or controlled substances which are prescribed by a licensed physician is not prohibited, but employees in positions where such drug usage may affect the safety of themselves or others, such as those operating LCPL vehicles, are required to make such use known to the director.

If LCPL has probable suspicion to believe that an employee is using or is under the influence of controlled substances or alcohol, the employee must submit to testing. Refusal to consent and cooperate in the drug testing will be grounds for immediate discipline.

Law enforcement officials will be notified whenever illegal drugs are found in the workplace, and LCPL will fully assist in any resulting investigation and prosecution.

References for employees leaving LCPL

It is the policy of LCPL board that no employee or board member of LCPL will provide performance references for/about former employees.

When requests for such references are received, with appropriate releases from the former employee, they will be referred to the director. The director will provide the requesting party only the dates of employment for the former employee, and a copy of this policy statement.

BOARD OFFICERS

Offices of the board will be a president, vice-president, secretary, and treasurer elected by a majority vote of the board.

Officers of the LCPL

The **president** of the board will:

- Collaborate with the director to prepare board meeting agenda
- Preside at board meetings and be responsible for the efficient dispatch of business
- Appoint committees as needed
- Sign official documents requiring signature, including but not limited to: contracts, approved minutes of the previous meeting, monthly payment vouchers (KRS 173.755, and the annual report
- Represent the board in public and official capacities as instructed by the board
- Encourage the board to do long-range planning
- Assist board members to build their board skills
- Act to discipline board members who violate ethical standards of the board
- Encourage all board members to participate in board activities
- Ensure that all board members' views are represented in board meetings.

The **vice-president** of the board will:

- Preside at board meetings in the absence of the president
- Work with the president to be prepared to assume that office if necessary
- Manage special assignments as requested by the board president.

The **secretary** of the board will:

- Keep a true and accurate account of all proceedings of the board meetings
- Have custody of the minutes and other records of the board and keep them in a safe and secure place
- Sign approved minutes of the previous meeting
- Sign payment voucher at each meeting, authorizing the payment of bills (KRS 173.755).
- Keep record of attendance of members of the board at all meetings
- Notify any trustee who has missed three (3) regular monthly meetings in any one year of his/her term
- Notify the appointing body of any vacancies on the board
- As requested by the board or president, write official correspondence
- Ensure that all official documents are safely passed to the next secretary
- Research LCPL records when necessary for information for the board.

The **treasurer** of the board will:

- Have custody of all money, securities, and obligations belonging to LCPL
- Oversee, but not manage, the financial records of LCPL
- Ensure that accurate payment vouchers are prepared for each regular monthly board meeting (KRS 173.755)
- Sign checks on the account on the authorization of the board
- Report at each regular monthly meeting on the state of the funds
- Ensure that an annual financial report is prepared and published in a local newspaper
- Give bond to the Commonwealth for the faithful performance of those duties, in the sum approved by the board (KRS 173.755)
- Assist the board to understand the annual budget before approval
- Assist the board to understand the monthly financial reporting process
- Ensure that the board arranges for an audit at least every four-(4) year as required by law (taxing districts).

Officer election process

The board of trustees will follow the following procedure in electing its officers:

- Only board members present for elections will be allowed to vote for officers. There will be no "absentee ballots," or telecommunications voting.
- Nominations will be open for any eligible candidate who has given prior consent.

Terms of office

Terms of office shall be for two (2) years (KRS173.735 taxing districts)

Officer authority

Officers of the board are elected to be servant-leaders of the board. All authority of the officers is delegated to them by the board of trustees. No officers will have any authority to speak or act on behalf the board other than that authority specifically granted in board policy or by majority vote of the board of trustees.

Vacancies of officer positions

If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office or formal removal of an officer, the board will proceed to fill the vacancy at the earliest possible time.

If the vacancy occurs in the president's office, the vice-president will assume the office as soon as the board of trustees declares the position vacant. The vice-president will hold the office of president until the board elects a new president.

Removal of officers

The LCPL board has the right to remove any officer from that elected position by the same authority that elected the officers. Officers may be removed from office for:

- Gross of willful neglect of the duties of the office
- Misuse of LCPL funds
- Conviction of a felony
- Intentional lack of public support for the LCPL mission, staff, or programs
- Failure to inform the board about issues that might impact board decisions.

Procedure for removal of any officer from office will be a simple majority vote of the board.

COMMITTEES OF THE BOARD

The board may establish or abolish standing or special committees as necessary.

Committee purpose

It will be the purpose of any committee appointed by the LCPL board to assist the board of trustees to govern more efficiently. A board committee is not designed to do staff work. Committees will be used to investigate, deliberate, and analyze special issues on behalf of the board.

Committee authority

Any committee established by the board will have only the powers specifically delegated to it by the board. Functions of each committee will be in writing as part of board policy or recorded in the minutes of the meeting at which the committee was established.

Committee accountability

Committees are a subsidiary of the board and will be expected to report their work to the full board on a regular basis. Each committee will be expected to make recommendations to the board for action, such recommendations to be made by a member of the committee in the form of a motion at a full board meeting.

The LCPL board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

Appointment of committees

The president of the board will appoint the chairperson of each committee and all committee members, taking into consideration the preference of the board members for committee assignment. Board members will be polled as to their committee preference.

Non-board members may also be appointed as committee members. In appointing non-board committee members, consideration will be given to possible candidacy for future trustee vacancies. An effort will then be made to appoint non-board members, in addition to their expertise to the particular committee assignment, as a means of leadership development.

Ex officio committee members

The president of the board will be an ex-officio member of all committees, but will only vote on the committee to which he/she is assigned. The director or the director's representative will be a nonvoting member of all committees as resource to the committee.

Duties of committee members

Duties of the members of individual board committees will vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- Attend all meetings of the committee to which the board member is assigned

- Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings
- Actively participate in discussions at committee meetings
- Follow through promptly on any assignments for the committee
- Support committee recommendations before the full board.

Committee meetings

The committee chairperson will convene all meetings of the committee, or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the director to avoid conflict and to ensure completion of staff support and research for the committee. Minutes will be kept of committee meetings as required by the board president.

Guidelines for the committee chairperson

The committee chairperson will be expected to lead the committee just as the board president is expected to lead the board. The committee chairperson is accountable for ensuring the productivity of the committee by:

- Planning the agenda for the committee meetings
- Ensuring that all members of the committee are notified of committee meetings, if required
- Convening committee meetings and keeping them on track
- Appointing a member of the committee to keep a written record of committee actions
- Encouraging the committee to take action on the issues discussed by the committee
- Ensuring that reports and recommendations for action from the committee are presented to the full board
- Leading the committee to evaluate its own operations.

LCPL FACILITIES

The board recognizes the need by the community for adequate spaces for meetings and programs of various groups and organizations, and the responsibility of LCPL to meet this need when possible. Therefore, it is the policy of the LCPL board to allow limited use of LCPL facilities by community organizations and groups.

Conflict of usage

Requests for use of LCPL facilities for other than LCPL business or programs will not be granted until it is clear that such use will in no way hinder the full use by LCPL. A calendar of approved requests will be maintained to avoid scheduling conflicts.

Accountability for proper and safe usage

Requests must be made in writing by one person, representing a group or organization, who will be obligated to LCPL for the safe and proper use of LCPL facilities.

Individuals belonging to a group whose request is approved will be required to comply with the security procedures that are established by LCPL when using LCPL facilities.

A record will be maintained of each request received showing the name of the individual, group, or organization requesting use of LCPL facilities, the date, and hours of usage.

Eligibility of users

The board, through the provisions of this policy, authorizes the use of LCPL facilities as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization, or for private use in compliance with meeting room policy.
- Groups and organizations such as the following may be granted use of the meeting room:
 - Civic clubs -- Lions, Rotary, Kiwanis, B&PW, etc.
 - Community organizations-- Red Cross, United Way, Scouts, AA, etc.
 - Educational organizations -- school sponsored or sanctioned, etc.
- Persons, groups, or organizations for religious meetings that are essentially worship services will not use LCPL facilities.

Accessibility of facilities

It is the policy of LCPL board that all facilities will be physically accessible according to the guidelines of the Americans with Disabilities Act (ADA). The director will annually review the facilities to ensure that LCPL is in compliance with its Transition Plan to meet ADA minimum requirements.

BOARD MEMBER JOB DESCRIPTION

Board members are responsible for determining LCPL policy in human resources, planning, finance, community relations, and organizational operations.

Human resources

Board members have three (3) key responsibilities in this area:

- 1) Board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
- 2) Director oversight, which includes hiring, termination, disciplining, and ongoing evaluation of the director;
- 3) Personnel policies, which include policies relating to the director's employment, and ensuring that the director has complete and up-to-date policies in place for management and evaluation of staff.

Planning

Board members have three (3) key responsibilities in this area:

- 1) Establishing and reviewing LCPL mission / roles / goals;
- 2) Planning which services and programs LCPL provides;
- 3) Evaluating LCPL services, programs, and operations on a regular basis.

Finance

Board members have four (4) key responsibilities in this area:

- 1) Ensuring financial accountability of LCPL;
- 2) Overseeing an ongoing process of budget development, approval, and review;
- 3) Ensuring adequate funds are available to support LCPL's policies and programs;
- 4) Overseeing properties or investments of LCPL.

Community relations

Board members have three (3) key responsibilities in this area:

- 1) Ensuring that LCPL's programs and services appropriately address the needs of those we serve;
- 2) Advocating for LCPL's service and programs which includes awareness that board members are always emissaries of LCPL in the community;
- 3) Cooperative action, which includes determining occasions when LCPL should take part in coalitions, cooperatives, joint operations, partnerships, etc.

Organizational operations

Board members have four (4) key responsibilities in this area:

- 1) Ensuring that LCPL's management systems are adequate and appropriate;
- 2) Ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
- 3) Ensuring that organizational and legal structures are adequate and appropriate;

4) Ensuring that LCPL and its board members meet all applicable legal requirements.

Performance expectations for board members

In performing duties as a member of the LCPL board, every trustee is expected to:

- Demonstrate a strong belief and commitment to LCPL's mission
- Devote the necessary time to prepare for and participate in board and committee meetings
- Exhibit high ethical standards and integrity in all board actions
- Be an enthusiastic advocate for LCPL
- Take responsibility and accountability for LCPL and all decisions made by the board
- Spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in service to learn how to do the job better
- Demonstrate willingness to work as a team member with other board members and the director.