



**BY-LAWS
OF THE LOUISVILLE AND JEFFERSON COUNTY
LIBRARY ADVISORY COMMISSION**

I. MEETINGS

The monthly meetings of the Library Advisory Commission shall be held on the third Tuesday in each month.

The annual meeting of the Library Advisory Commission shall be held on the third Tuesday in July of each year, and will allow for the review of the previous fiscal year's financials, the approval of the spending policy, the appointments of committee members, and the review of current By-Laws.

Special meetings may be called by the Chairperson or upon the written request of any three members of the Commission. Three days' notice shall be given of all called meetings; the notice shall specify the object of the call, and no business other than for which the meeting is called shall be transacted at such meetings.

Notices of regular meetings shall be mailed to every member of the Commission by the Library Director three (3) days before the time appointed for such meetings, and the notices shall contain a statement, as far as possible, of the items to be discussed, but nothing herein shall preclude a discussion or determination of other items not included in the notices.

II. DUTIES OF THE CHAIRPERSON

It shall be the duty of the Chairperson to preside at all meetings of the Commission, to appoint all committees and chairs not otherwise provided for, and to sign off any other papers, communications and instruments which may require his/her official signature.

The Chairperson of the Commission shall be an ex officio member of all committees with power to vote.

III. DUTIES OF THE LIBRARY ADVISORY COMMISSION

It shall be the duty of the Commission to adopt by-laws and such other rules and regulations as may be necessary to its operations. Members shall serve without compensation, but shall be reimbursed for necessary expenses incurred in performance of their duties subject to available funds.

The Commission shall have sole authority within the funds available for the determination of Library materials to be purchased and kept by the Library, and shall have sole authority for the determination of expenditures from gifts and grants donated to the Library.



At the request of the Mayor, the Commission may make recommendations on other activities of the Library. Such recommendations may include:

- a) An annual evaluation of the Library Director's performance
- b) An annual evaluation of the adequacy of services provided to the community by the Library
- c) Annual and long-range goals and priorities of the Library
- d) The establishment of a citizen's complaint procedure
- e) The use and management of volunteers

IV. RECORDS OF THE COMMISSION

The Library Director shall keep a record of all meetings of the Commission and shall have the custody and care of the seal and all papers and documents except in the custody of Standing Committees, or the Chairperson thereof.

The Library Director shall give notice of all meetings; execute such documents as requires his/her signature; and shall perform such other duties as may be from time to time assigned to him/her.

V. COMMITTEES

At each annual meeting, or as soon thereafter, the Chairperson shall appoint the following standing committees, to be composed of four or more Commissioners each, to serve until duly succeeded, viz:

- a) Finance Committee
- b) Planning Committee

The Chairperson, with the concurrence of the Commission, may appoint ad hoc committees as needed.

The committee chair or the LAC chair shall remove commissioners from a standing committee due to consistent lack of attendance at the committee meetings. The chairs should provide written warning prior to the removal.

VI. DUTIES OF COMMITTEES

FINANCE COMMITTEE. The Finance Committee shall monitor and advise the Commission regarding the financial status of the Louisville Free Public Library. The Commission shall have sole authority within the funds available for the determination of Library materials to be purchased and kept by the Library and shall have sole authority for the determination of the expenditures from gifts and grants donated to the Library. The Finance Committee shall work with the entity that oversees the Commission investment portfolio to advise the Louisville Metro



Council, at their request, as to the financial needs of the Library. It shall monitor and advise the Commission as to all investments, financial affairs, deeds, contracts, securities and deposits required by the Commission. It shall obtain from the Library Director any information relating to the financial status and needs of the Library.

The Finance Committee shall make reports to the Commission as may be required. It shall make recommendations from time to time as to the allocation or disbursements of funds.

PLANNING COMMITTEE. The Planning Committee shall monitor, advise and recommend for plans to be developed on the future of the Louisville Free Public Library. These plans shall encompass the entire range of Library services, including, but not limited to, staff development, service plans, coordination of resources, the use of technology and such other issues that may relate to the future delivery of Library services to the citizens of this community by the Louisville Free Public Library.

The Planning Committee shall also monitor and advise the Commission as to the interior management and administration of the Library, including the maintenance, furnishings, care of the Library buildings and grounds, and of all needed alteration, additions and repairs to the Library's facilities.

The Planning Committee and the Finance Committee will meet once a quarter to review Library plans and ensure that finances are supporting the needs that are requested. The Chairperson, with the concurrence of the Commission, shall from time to time, direct the committees to investigate, report on, or recommend action on such matters as special circumstances may merit.

VII. STANDING COMMITTEE MEETINGS

Meetings of each standing committee shall be held upon the call of the Chairperson, or at the request of any two members thereof.

The standing committees shall be at all times subject to the direction and control of the Commission; they shall take no action involving matters of policy or expense without full Commission approval.

VIII. LIBRARIAN

The Commission shall enjoy the services of the Library Director, who shall be appointed by the Mayor and the Louisville Metro Council.

The Library Director shall monthly prepare and present to the Commissioners a report showing the use of the Library for the prior month and the prior 12-month period, and comparative data for the same month in the previous year and the previous 12-month period. Specific content presented in this report shall be determined by the Commission in consideration of the reporting



requirements for the Library's annual report to the Kentucky Department for Libraries and Archives. Such other ad hoc informational reports as may be of interest to the Commission will be presented upon request.

The Library Director shall also report to the Commissioners on such other Library business as may be needed to keep them well-informed of the performance of the Library and its fulfillment of its mission and strategic objectives.

IX. QUORUM

A majority of the then appointed member of the Commission shall constitute a quorum for the transaction of business of the Commission.

X. ORDER OF BUSINESS

The order of business at all regular and annual meetings of the Commission shall be as follows:

- 1) Call to order
- 2) Approve minutes of previous meeting(s) and previous and/or current absences
- 3) Committee reports
- 4) Library Director's report
- 5) Chairperson's report
- 6) Old business
- 7) New business
- 8) Adjournment

XI. FOUNDATION

The Commission shall, at appropriate times and in the appropriate manner, work in conjunction with the Louisville Free Public Library Foundation, Inc. This relationship shall be for the purposes of endowing the Louisville Free Public Library with the necessary resources for the provision of Library services for Louisville and Jefferson County.

XII. AMENDING, MODIFYING OR REPEALING BY-LAWS

These By-Laws may be amended, modified, or repealed at any regular meeting of the Commission by two-thirds vote of all members thereof; provided, notice in writing stating the nature of the motion to be voted upon shall be given to each member thirty (30) days preceding said regular meeting.

These By-Laws were approved at a meeting of the Library Advisory Commission on July 21, 2020. Amended on June 15, 2021.