

Kentucky Library Trustees Round Table (KLTRT)

Bylaws

Article I. Name

The Name of this organization shall be the Kentucky Library Trustees Round Table (KLTRT).

Article II. Mission

The mission of the Kentucky Library Trustees Round Table (KLTRT) shall be to promote public library services through providing information and influencing legislation on behalf of public libraries.

Article III. Goals

The goals of the KLTRT shall be:

- Promote excellence in public library services through the dissemination of information to trustees.
- Promote sound principles of library management by local boards.
- Advocate for citizens support of public libraries.
- Influence legislation on behalf of public libraries.
- Provide continuing education for library trustees.
- Cooperate with and serve as advisors to the Kentucky Department for Libraries and Archives (KDLA), library associations and other organizations concerned with the promotion of public library services.

Article IV. Affiliation

The KLTRT is under the umbrella of the Kentucky Public Library Association (KPLA) acting as a Section of the Kentucky Library Association (KLA).

Article V. Location

The KLTRT will have headquarters with the Kentucky Library Association (KLA) at the following address: 1501 Twilight Trail – Frankfort, KY 40601.

Article VI. Membership

The membership of the KLTRT shall consist of persons serving as local library board trustees, active auxiliary board members and other interested members of the Kentucky Library Association (KLA).

Article VII. Dues

- Annual dues for the KLTRT are determined by the Board of Directors of the KLA and are approved by the KLA membership.
- Membership is for one year from the time dues are paid.
- Payment of dues entitles the member to receive Kentucky Library Association (KLA) publications and membership in both KPLA and the KLTRT.
- Members whose dues are not received by their year-end anniversary date shall be dropped automatically.
- Members whose local library board terms expire during their membership may have their remaining time transferred to their replacements on the local library board of trustees.

Article VII. Officers and Executive Committee

- The officers of the KLTRT shall be Chair, Chair-Elect and Secretary/Historian.
- The Executive Board shall be all the KLTRT officers plus the Past Chair of the KPLA, the past President of KLA and a representative of KDLA. The State Librarian will make this appointment.
- KLTRT officer terms shall be for two (2) years. They may serve no more than two consecutive terms. Elections shall be held during the KLTRT business meeting at the KLA Fall Conference.
- The past chair of the KPLA and the past President of the KLA term will be in accordance with their respective terms in office as stated in the KLA Bluebook. The State Library Commissioner will appoint the KDLA representative.
- With the approval of the Executive Committee the Chair shall appoint to a vacant office and the appointee shall serve until the next election of officers. Filling an unexpired term will not count against the opportunity to serve two consecutive terms.

Article VIII. Duties of the Officers

The officers of the KLTRT shall be elected from the general membership and assume their duties at the close of the KLTRT fall business meeting. The outgoing Chair shall preside at this meeting until new officers are elected.

Chair,

- Preside at all KLTRT meetings.
- Understand and maintain an overview of all KLTRT activities.
- Chair the Executive Committee.
- Serve as voting member of the KPLA Executive Board.
- Work with KDLA and KLA to help fill State Board appointments, i.e. State Library Certification Board.
- Annually appoint KLTRT representatives to KLA standing committees with the approval of the KLTRT Executive Board.
- Represent the KLTRT at KLA board meetings. This is a non-voting position. In the event that the KLTRT Chair cannot attend the KLA board meeting, the Chair-Elect or someone designated by the Chair may attend to represent trustee concerns.
- Keep the KLA President informed of any official meetings or change of meetings of the KLTRT.
- Submit a quarterly report to the KLA Board as well as an annual report to the President of KLA by the end of the calendar year.
- Establish necessary committees, with the approval of the Executive Committee, and approve committee membership.
- Oversee the KLTRT ALA Scholarship if one is to be awarded.
- Oversee the application process if KDLA or KLTRT has funds for Trustees Scholarships to KPLA/KLTRT Spring Conference.
 - Confer with KPLA and KLA representative on the conference planning committee about topics and speakers for conferences.
 - Consult with KLTRT Secretary about notices of meetings and mailings of minutes to members.
 - Consult with KLA Executive Secretary about finances and investments.

Chair-Elect,

- Performs all duties of the Chair in his/her absence.
- Serves on the Executive Committee.
- Serves as Chair after two years as Chair-Elect.

Secretary,

- Distribute the minutes from previous meeting.
- Serves on the Executive Committee.
- Keep an accurate record of all proceedings of the KLTRT.
- Retain all KLTRT records and transfer records to his/her successor.
- Notify members of all meetings. (This may be done by the trustee listserv and the director's listserv).
- Consult with KLTRT Chair about notices of meetings and mailings.

Article IX. Official Year

The KLTRT fiscal year shall begin on January 1 and end on December 31. The calendar year shall govern all financial activities.

Article X. Quorum

A quorum for all meetings shall be those members in attendance.

Article XI. Parliamentary Authority

The parliamentary authority for the KLTRT is the latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis. The rules contained in the current edition of Sturgis Code shall govern the round table in all cases to which they are applicable.

Article XII. Policies

The policies of the KLTRT shall be consistent with the Bylaws of the Kentucky Library Association (KLA) and the Bylaws of the Kentucky Public Library Association (KPLA).

Article XIII. Amendments and Bylaws

These Bylaws may be amended by a majority vote of the members present at a regular scheduled meeting or a special called meeting.

Article XIV. Dissolution of the Round Table

The KLTRT may be dissolved as provided in the Bylaws of the Kentucky Library Association.

Article XV. Awards

The KLTRT shall offer an annual award known as The Outstanding Board of Trustees Award. This award would be given at the KPLA/KLTRT Spring Conference. Below are the criteria for the award:

KLTRT OUTSTANDING BOARD OF TRUSTEES AWARD

Let everyone know what you have done!!!

The application should be brief and concise, responding to the criteria. It should be compiled and written by the board or the Library Director. The application must include a written narrative, not to exceed two (2) typed 8½ x 11 pages. A maximum

of three (3) pages of supportive material, i.e. photos, newspaper clippings, drawings, etc. may be submitted, but is not mandatory.

An engraved plaque will be given to the library of the winning board at the KPLA/KLTRT Spring Conference. The award will be presented at the annual awards ceremony. KLTRT will pay for the winning board members to attend the conference (one day registration, award luncheon, and mileage). A description of the winning board and a list of achievements will be featured in library publications around the state.

If the board has submitted an application before and was not chosen, or has substantially new information, it should consider resubmitting an application, as the selection is based on the most outstanding accomplishment submitted each year.

CRITERIA

1. Each member of the Board of Trustees must hold membership in the Kentucky Library Trustees Round Table of KLA. The Kentucky Department for Libraries and Archives encourages the use of state funds for KLTRT dues and for trustee training programs.
2. The Board of Trustees should know the needs and interests of its community and demonstrate that the library is attempting to meet those needs and interests.
3. The Board of Trustees should have a long-range plan and the project should be in accordance with this plan.
4. The Board of Trustees should demonstrate a policy of cooperation with other libraries and agencies in the community.
5. The Board's policies governing the operation and programming of the library, guaranteeing freedom to read and impartial service to all, must be complete and current.
6. An outline of the Board's accomplishment in the fiscal year July – June in one of the areas listed below must be attached.

AREA OF IMPROVEMENT

Substantial Board Development
Community Relations
Services
Finances & Alternative Funding
Physical Resources, Materials, and/or Technology

Revised October 1, 2009
Paul M. Poland – Chair KLTRT