

CONSTITUTION of the Barrow County Library Board of Trustees

Revised & Approved by Piedmont Regional Board, April 23, 2007

ARTICLE I. NAME

The name of the agency shall be the Barrow County Library Board of Trustees.

ARTICLE II. PURPOSE

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Piedmont Regional Library System and are intended to clarify local practices and the relationship of the local libraries to the regional system. There is to be no conflict between provisions of this Constitution and Bylaws and those of the Piedmont Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The purpose of the Barrow County Board of Trustees shall be to offer a full program of library service to all the citizens of the county by participating in a regional library program with the Piedmont Regional Library; to meet their informational, educational, and recreational needs; to cooperate in developing existing libraries and establishing and developing branch libraries, deposits and bookmobile service as appropriate to the needs; to provide current and reliable information of a reference area served; and to promote the use of libraries by means of instruction, library centered programs, exhibits, and other public relations media.

ARTICLE III. CONSTITUENCY

The libraries in Barrow County are members of the Piedmont Regional Library System under the terms of the participating agreement. Membership in the Piedmont Regional Library provides the citizens of Barrow County with reciprocal borrowing privileges in all libraries in the system. Likewise, these libraries lend materials to citizens of all other counties within the Regional Library system.

Existing libraries are the Piedmont Regional Library in Winder, Auburn Public Library, Bethlehem Public Library, Carl Public Library, and Statham Public Library.

Any municipality within Barrow County not otherwise served by a library may become a participant in the Barrow County Library program by agreement with the county Board of Trustees, and thereby becoming a member in the Piedmont Regional Library System, provided all provisions of eligibility established by the State and Regional Library Board are met.

ARTICLE IV. LEGAL AUTHORITY

The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated, Amended March 26, 1984.

ARTICLE V. BOARD OF TRUSTEES

- Section 1. The local affairs of the Barrow County Library program shall be entrusted to a Board of Trustees. The Barrow County Library Board of Trustees shall be composed of ten members from the governmental agencies financially supporting the libraries on a regular basis as follows: two members appointed by the Barrow County Commission, two members appointed by the Barrow County Board of Education, two members appointed by the Winder City Council, two members appointed by the Auburn City Council, and one member each appointed by the City Councils Bethlehem, Carl, and Statham.
- Section 2. The term of office shall be three years, with starting and ending dates corresponding to the state fiscal year. A member may succeed himself, except that no member may serve more than two consecutive three-year terms (6 years) without absence from the board of one year.
- Section 3. Any person appointed to the Barrow County Library Board must be a resident of Barrow County. If he moves his legal residence outside the county, he shall be replaced on the Board.
- Section 4. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term. Terms should be staggered so that not more than one-third expires in the same year.
- Section 5. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or if stipulated in terms of any gift or bequest.
- Section 6. The Barrow County Library Board shall appoint four of its members to represent the Board as members of the Piedmont Regional Library Board. They shall be entrusted with representing and interpreting the interests of the Barrow County Library Board to the Regional Board and vice versa.

ARTICLE VI. OFFICERS

- Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, and a Secretary elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Board.
- Section 2. The officers shall be elected at the July meeting to serve for a two-year term or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. An officer may not succeed himself.
- Section 3. Nominations shall be made by a committee of three Board members appointed by the Chairman of the Board. The Chairman and/or the Library Director may serve as one of the three members of the nominating committee.
- Section 4. If the Regional Board delegates to the County Board the activity of receiving gifts and/or handling funds and budgets of the individual libraries in that county, the County Board shall appoint a Treasurer from among its members, who shall serve the same terms and on the same conditions as other officers of the County Board.
- Section 5. The Treasurer, the Director, and any members of the staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board and entered in the minutes, and a copy of the bond filed with the Office of Public Library Services of the Board of Regents, University System of Georgia.

ARTICLE VII. EXECUTIVE COMMITTEE

An Executive Committee, composed of the officers of the Board, shall be entrusted to make decisions in the name of the Board of Trustees between meetings of the board.

ARTICLE VIII. STANDING COMMITTEES

Standing Committees shall be the Finance Committee, Building and Grounds Committee, and the Committee on Constitution and Bylaws. Other special committees may be appointed by the Chairman as needed.

ARTICLE IX. AMENDMENT OF CONSTITUTION

This constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Director of the Piedmont Regional Library and Office of Public Library Services of the State Department of Technical and Adult Education immediately upon adoption.

BYLAWS of the Barrow County Library Board of Trustees

Revised & Approved by the Piedmont Regional Board, July 15, 1997

ARTICLE 1. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

- Section 1. The County Library Board of Trustees is the group from which the Barrow County members of the Piedmont Regional Library Board of Trustees, the governing body of the Piedmont Regional Library System, are drawn, as selected by their peers.
- Section 2. The County Library Board of Trustees shall appoint the circulation staff, part-time library aides, and other support staff needed for the county library operation as recommended by the Regional Library Director.
- Section 3. The Barrow County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service. The County Library Board of Trustees shall discharge those duties delegated to it by the Piedmont Regional Library Board of Trustees. All formal actions of the County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.
- Section 4. The County Board of Trustees shall approve County Library budgets prepared by the Regional Library Director, and shall present the library's fiscal need to its supporting agencies.
- Section 5. The County Board of Trustees shall notify the Regional Library Director in advance of all meetings of the Board or of its committees.

ARTICLE II. DUTIES OF THE OFFICERS

- Section 1. The chairman shall preside at all regular or called board meetings. He shall appoint all committees and shall be an ex-officio member of all committees, and perform such other duties as generally pertain to the office.
- Section 3. The Secretary shall keep a true and accurate account of the proceedings of the Board of Trustees. Official copies of all minutes and correspondence with the Board shall be kept on file in the library at all times. He shall notify participating agencies of the expiration of the term of a board member two months prior to the time of expiration. The Secretary shall send copies of the minutes of all meetings to the Director of the Piedmont Regional Library System. He shall report changes of board membership to the Director.

ARTICLE III. STANDING COMMITTEES

- Section 1. The Buildings and Grounds Committee shall keep in close touch with the librarian regarding the library's needs in terms of building maintenance and repair, expansion, addition of permanent equipment, and upkeep of the grounds for all libraries in the county. The committee shall make reports and recommendations to the Board of Trustees whenever indicated.
- Section 2. The Finance Committee shall make a careful study annually of each library's needs and assist the Regional Director in the preparation of a budget to be presented to the full Board of Trustees for their approval. The Finance Committee shall recommend the need for increases in library appropriations and negotiate with the funding agencies to provide for each library's welfare and support. The Committee shall report any negotiations or transactions at each meeting of the Board of Trustees.

ARTICLE IV. MEETINGS

- Section 1. The County Library Board shall hold no fewer than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the fourth Monday in the months of January, April, July, and October at 4:00 p.m. at the Piedmont Regional Library, or such place as designated by the Chairman.
- Section 2. Five members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum, except as stated elsewhere in these documents, a simple majority affirmative vote shall be necessary to approve any action before the Board.
- Section 3. The Executive Committee shall meet as called by the Chairman to deal with specific needs. Three members present shall constitute a quorum of the Executive Committee.
- Section 4. Special meetings of the full board may be called by the Chairman or upon the written request of three Board members, for the transaction of business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.
- Section 5. Prior to each regular or called meeting of the Barrow County Board, the Secretary or a designated staff member shall notify each member of the date, time, and place of the meeting.
- Section 6. All meetings must be open to the public and the news media. The Board may, however, enter into a closed (executive) session for appropriate legal discussions. All decisions resulting from discussions in executive session must be formally moved and adopted in an open meeting to be legally binding.

Section 7. The order of business for meetings shall be the following:

Call to order
Reading and approval of minutes
Treasurer's report
Report of Library Director
Report of Committees
Communications
Unfinished business
New business
Adjournment

Section 8. Each member of the Barrow County Board shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break the tie.

ARTICLE 5. REPORTS

The County Library shall submit all reports requested by the Regional Library System to provide the information necessary to complete reports required by State, Federal, or local laws or regulations, or to manage the Regional Library System in an efficient and business-like manner.

ARTICLE VI. ATTENDANCE

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the local board responsible for his appointment. The local board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Employees or agents of the Piedmont Regional Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return books and other property owned by the Piedmont Regional Library; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any regular meeting of the Barrow County Library Board by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the office of Public Library Services of the Board of Regents, University System of Georgia, immediately upon adoption.