

CONSTITUTION for Banks County Board of Library Trustees

Revised and Approved by the Banks County Library Board, July 2021

ARTICLE I. NAME

The name of the agency is the Banks 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 Banks County Board of Trustees is 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 nature as demanded by the needs of the communities comprising the 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 library in Banks County is a member of the Piedmont Regional Library System under the terms of the participating agreement. Membership in the Piedmont Regional Library provides the citizens of Banks County with reciprocal borrowing privileges in all libraries in the system. Likewise, the library lends materials to citizens of all other counties within the Regional Library system.

The existing library is the Banks County Public Library in Homer.

Any municipality within Banks County not otherwise served by a library may become a participant of the Banks County Library program by agreement with the County Library Board of Trustees, 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 Banks County Library program shall be entrusted to the Banks County Library Board of Trustees. The Banks County Library Board of Trustees shall be composed of six members from the governmental agencies financially supporting the libraries on a regular basis as follows: two members appointed by Banks County Board of Education, two members appointed by the Banks County Commission, and two members appointed by the Homer City Council.
- Section 2. In the event that Banks County Board of Education representation does not include an administrator from the Central Office, the Board of Education will appoint an ex-officio, nonvoting representative who will serve on the library board as an advisor.
- Section 3. 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 4. Rotation of terms shall be established by setting up terms of differing lengths for the first several years until such time as a 2-2-2 rotation is in place. All terms thereafter shall be as stated in Article V, Section 3.
- Section 5. Any person appointed to the Banks County Library Board must be a resident of Banks County. If he moves his legal residence outside the county, he shall be replaced on the Board.
- Section 6. 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 7. 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 8. The Banks County Library Board shall appoint three 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 Banks 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. There shall be no limit on the number of terms one may serve as an officer.
- Section 3. Nominations shall be made by a committee of three Board members appointed by the Chairman of the Board. The Chairman may serve as one of the three members of the nominating committee.
- Section 4. Since the Regional Board delegates to the Banks County Library Board the activity of receiving gifts and/or handling funds and budgets of the library, the Banks County Library Board shall execute these duties.
- Section 5. Any members of the Banks County Library board or staff authorized to handle direct library funds or petty cash 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 State Department of Technical and Adult Education.

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 Banks County 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 Banks County Library Board of Trustees

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

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

- Section 1. The Banks County Library Board of Trustees is the group from which the Banks County members of the Piedmont Regional Library Board of Trustees, the governing body of the Piedmont Library System, are drawn.
- Section 2. The Banks County Library Board of Trustees shall appoint the County Library Manager and shall appoint other staff members as needed with consultation with the Library Manager.
- Section 3. The Banks 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 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. Through the Banks County Board of Education representative (regular or ex-officio), the Banks County Board of Education acts as the fiscal agent for the library.
- Section 5. The Banks County Board of Trustees shall review and approve County Library budgets and shall present the library's fiscal needs to its supporting agencies.
- Section 6. The County Board of Trustees shall notify the Regional Library Director in advance of all meetings of the Board or 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 2. The Vice Chairman shall preside and perform the duties of the Chairman in the absence of the Chairman. All other duties of the Vice Chairman shall be assigned by the Chairman.
- 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 in a timely manner. 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 review the library's needs in terms of building maintenance and repair, expansion, addition of permanent equipment, and upkeep of the grounds. The committee shall make reports and recommendations to the full Board of Trustees whenever indicated.

Section 2. The Finance Committee shall make annual study of the library's needs and review and present local budgets to the entire board. On behalf of the full board, the Finance Committee shall recommend the need for increases in library appropriations, and negotiate with the appropriating agencies as needed to provide for the library's welfare and support. The committee shall report any negotiations or transactions to the full Board of Trustees.

ARTICLE IV. MEETINGS

Section 1. The County Library Board shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held as scheduled by the Banks County Library Board at the Banks County Library.

Section 2. Three 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. Two members present shall constitute a quorum.

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 Banks 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 the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee. 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 Manager
Report of Committees
Report from Regional Board
Communications
Unfinished business
New Business
Adjournment

Section 8. Each member of the County Library 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 V. REPORTS

The County Library Board 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, used 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 funding agency responsible for his appointment. The funding agency 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 Banks 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 State Department of Technical and Adult Education immediately upon adoption.