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Constitution and Bylaws
Board of Trustees
Bartow County Library System

Library Board Members

Barbara Ford, Chairman
Brandon Bowen, Vice-Chairman
Linda Dieterman, Secretary-Treasurer
Ruth McRae
Ginny Weaver
Michelle Haney
Karen Barnhart

Constitution
Board of Trustees
Bartow County Library System

ARTICLE I. NAME and LOCATION

The name of this organization, created pursuant to O.C.G.A § 20-5-40 by resolution of the Bartow County Government on July 1, 1981, is the Bartow County Library System. Its permanent location is Cartersville, Georgia. It is a tax exempt organization under the laws of the State of Georgia and an exempt organization under Section 115 of the Internal Revenue Code.

ARTICLE II. PURPOSE

The purpose of the Bartow County Library System is to enlighten and enrich the citizens of Bartow County by providing responsive, dynamic library services to meet the informational, educational, and recreational needs of the population.

ARTICLE III. GOVERNING BODY

Section 1. Board of Trustees. As prescribed by O.C.G.A § 20-5-41, the governing authority of the Bartow County Library System is the Board of Trustees.

Section 2. Membership. The Board of Trustees shall be composed of citizens from Bartow County who are appointed by the governmental agencies financially supporting the library on a regular basis. Appointments shall be made in writing and Board members shall serve staggered terms. The funding agencies who appoint Board members are: (a) Bartow County Government – 3 appointees; (b) City of Cartersville – 2 appointees; (c) City of Adairsville – 1 appointee; and (d.) City of Euharlee – 1 appointee. The term of office for board members shall be three years, with starting and ending dates corresponding to the fiscal year. No member may serve on this board for more than two successive three-year terms of office.

Section 3. Officers: The officers shall be a chairman, a vice-chairman, and a secretary/treasurer, elected from among the appointed trustees at the last meeting of the Board for the upcoming fiscal year. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs; the new appointee shall complete the unexpired term.

Section 4. Duties: The duties and responsibilities of the Board of Trustees shall include but are not limited to the following:

- a) To employ a system library director who meets state certification requirements, and such other employees as necessary as delegated to the library system director.
- b) To approve budgets prepared by the library system director and to assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies;

- c) To attend board meetings;
- d) To establish policies governing library programs, including rules and regulations governing the use of the library system;
- e) To set policy for the receipt and administration of gifts of money and property;
- f) To present financial and progress reports to governing officials and to the public;
- g) To notify the county library system director in advance of all meetings of the board and board committees; and
- h) To notify the appropriate supporting agency authorities of a vacancy on the board.

Section 5. Bond. Pursuant to O.C.G.A. § 20-5-44, the Board of Trustees shall maintain a current bond for an adequate amount determined by the Board of Trustees and recorded in the minutes on the secretary/treasurer of the Board of Trustees, on the library director, and other officials and staff authorized to handle library funds.

Section 6. Executive Committee. The Executive Committee of the Board of Trustees shall be composed of the elected officers of the Board and shall govern in the name of the Board of Trustees between meetings of the Board and shall report to the full Board any action taken.

Section 7. Collective Authority. All decisions of the Board are made by the Board as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by a vote of the membership of the Board.

Section 8 Compensation. Pursuant to O.C.G.A. § 20-5-44, members of the Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds.

ARTICLE IV. CONTRACTING AUTHORITY

The Bartow County Library System is authorized to make and enter into such contracts or agreements as are deemed necessary and desirable under the provisions of O.C.G.A § 20-5-49, provided that all such contracts or agreements entered into shall:

- a) Detail the specific nature of the services, programs, facilities, arrangements, or properties to which such contracts or agreements are applicable;
- b) Provide for the allocation of costs and other financial responsibilities;
- c) Specify the respective rights, duties, obligations, and liabilities of the parties; and

- d) Set forth the terms and conditions for duration, renewal, determination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriated to the proper effectuation and performance of the agreement.

ARTICLE V. INTERLIBRARY COOPERATION

The Bartow County Library System may enter into cooperative endeavors with other library systems, either by sharing personnel, materials, or services; by confederation or by merger as approved by the governing bodies of the library systems, providing the resulting cooperative endeavor is conducive to mutual growth and development of each library system.

ARTICLE VI. AMENDMENT OF CONSTITUTION

This constitution may be amended at any regular meeting of the Board of Trustees by two-thirds majority approval, provided that the proposed amendment was provided in writing to members at least ten (10) days before the meeting.

Bylaws
Board of Trustees
Bartow County Library System

ARTICLE I. DUTIES OF THE OFFICERS

Section 1. Chairman. The chairman shall preside at all regular or called board meetings. He or she shall appoint all ad-hoc committees as needed and shall be an ex-officio member of such committees.

Section 2. Vice-chairman. The vice-chairman shall preside in the absence of the chairman. All other duties of the vice-chairman shall be assigned by the chairman.

Section 3. Secretary/treasurer. The secretary/treasurer shall notify the proper appointing authorities of vacancies which may occur on the Board and shall periodically review documentation regarding (a) all monies received and deposited; (b) approval of accounts payable invoices and receipt of goods or services; and (c) the library director's approval for and disbursement of funds. The secretary/treasurer is authorized to countersign library system checks.

ARTICLE II. DUTIES OF THE DIRECTOR

Section 1. The director of the county library system must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians.

Section 2. The director shall be the administrative head of the county library system under the direction and review of the board.

Section 3. It is the duty and responsibility of the director:

- a) To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws, board policies, and the availability of funds.
- b) To attend all meetings called by the Office of Public Library Services of the Board of Regents of the University System of Georgia or send a substitute authorized by the office director.
- c) To prepare any local, state, or federal budgets.
- d) To notify the board of trustees and the Office of Public Library Services of the Board of Regents of the University System of Georgia of any failure to comply with:
 - 1) Policies of the board;
 - 2) Criteria for state aid;
 - 3) State and federal rules and regulations; and
 - 4) All applicable local, state or federal laws.
- e) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the system board of trustees.

- f) To attend all meetings of the county system board of trustees or to designate a person to attend in his or her place.

ARTICLE III. MEETINGS

Section 1. The board of trustees shall hold no fewer than four regular meetings during each fiscal year, including no fewer than one each calendar quarter.

Section 2. Special meetings may be called by the chairman or upon the 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 conducted at a called meeting.

Section 3. Prior to each regular or called meeting, the Chairman of the Board, or his/her designee, shall notify the director and each member of the board of trustees of the date, time, and place of the meeting.

Section 4. Meetings of the executive committee may be called by the chairman to transact any business requiring attention between regular meetings of the full library board.

Section 5. All meetings must be open to the public and the news media. The board may, however, enter into a closed session for the discussion of proposed or pending litigation; deliberation on acquisition or sale of real property; or hearings or discussion on the appointment, discipline or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open board meeting to be legally binding.

Section 6. The latest edition of Robert's Rules of Order (revised), when not in conflict with this constitution and bylaws, shall govern the proceedings of the board of trustees of the Bartow County Library System.

Section 7. Each member of the 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.

Section 8. A majority of the members of the board of trustees constitutes a quorum. No official business may be conducted without a quorum. Except as stated in Article VI of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

Section 9. The recommended order of business for meetings shall be:

- I. Call to order
- II. Approval of minutes from last meeting
- III. Finance report
- IV. Director's report
- V. Open issues
- VI. New business

- VII. Public comment
- VIII. Announcements
- IX. Adjournment

Section 10. Teleconferencing may be utilized during a meeting to complete a quorum, or if arranged in advance of the meeting by the chairman and in accordance with the open meetings law as described in O.C.G.A § 50-14.

Section 11. Members of the public may address comments to the Board during the Public Comment agenda item. Comments are limited to 2 minutes per individual or 10 minutes per issue with the chair having discretion to allow additional time. Registration for public comment is accepted 24 hours prior to a regular meeting and closed one hour prior to the meeting.

ARTICLE IV. STANDING COMMITTEES

Standing committees shall be the Finance Committee and the Personnel Committee Other special committees and appointments may be made by the chairman as needed.

ARTICLE V. REPORTS

The county library system is responsible for all reports as deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency. All reports necessary to obtain funds or meet requirements of the law shall be filed with the Office of Public Library Services of the Board of Regents of the University System of Georgia.

ARTICLE VI. ATTENDANCE; REMOVAL FOR CAUSE

Section 1. A board member shall be removed for cause or for failure to attend three consecutive scheduled meetings of the Board of Trustees.

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.

Section 3. A warning of pending removal for cause shall be issued by the chairman; if the issue is not resolved, the appointing agency will be notified of the potential removal for cause; if the issue continues, removal for cause may occur.

ARTICLE VII. PENALTIES

Employees or agents of the Bartow County Library System may cause the arrest, fine and imprisonment of persons who borrow, and fail to return, books and other property owned by the library system; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the O.C.G.A §20-5-57.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended at any regular meeting of the Board of Trustees by two-thirds majority approval, provided that the proposed amendment was provided in writing to members at least ten (10) days before the meeting.