

Appendix I

BOARD OF TRUSTEES

Constitution and By Laws

The Board of Trustees of each County and Regional Library shall have a written Constitution and Bylaws stating policy, which shall be approved by the Board.

Policies stated in the Constitution of the County Board may not be in conflict with the policies of the Constitution of Regional Board and State and Federal laws and regulations.

All current Constitutions and Bylaws must be on file in the Office of Public Libraries of the Board of Regents and all amendments must be filed with the Office immediately upon adoption.

Constitution for the Thomas County Public Library System

ARTICLE I- NAME

The name of the organization shall be the Thomas County Public Library System.

ARTICLE II- HEADQUARTERS

The headquarters for the Library system shall be located in Thomasville, Georgia.

ARTICLE III- PURPOSE

The purpose of the Library shall be to extend public Library service to all citizens, adult and juvenile, in Thomas County, to effectively assemble, house, administer and disseminate Library materials and information for the educational, cultural, recreational and aesthetic enjoyment of the citizens of Thomas County.

ARTICLE IV- LEGAL AUTHORITY

The legal authority of public libraries and boards of trustees is described in Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated, and any amendments noted thereafter.

ARTICLE V- GOVERNING BOARD

The governing body of the Library shall consist of a 9 member Board of Trustees who are appointed to the Library Board by the County Commissioners.

<u>City Nominations</u>	<u>1st Term Appointed</u>	<u>Term Expires</u>
Position 1	7/01/93	6/30/2002*
Position 2	7/01/93	6/30/2001*
Position 3	7/01/93	6/30/2000*
<u>County Nominations</u>		
Position 4	7/01/93	6/30/2002*
Position 5	7/01/93	6/30/2001*
Position 6	7/01/93	6/30/2001*
Position 7	7/01/93	6/30/2000*
<u>Small Town Library Nominations</u>		
Position 8	7/01/93	6/30/2002*
Position 9	7/01/93	6/30/2001*

*Every Three Years Thereafter

Terms

Terms are on fiscal year - July 1 thru June 30. Terms are limited to two successive terms.

First Board will have staggered terms; thereafter terms will be for 3 years.

Board Members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of Library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of Board Members in State, Regional and National Library Associations may be paid from operating funds.

Each nominating body reserves the right to review their representatives annually and make new nominations at their discretion, if deemed necessary.

Board Members shall removed for failure to attend 3 consecutive meetings with unexcused absences.

The following Ex-Officio Members shall be appointed as designated and shall attend general Board and Committee Meetings as advisors:

Non-Voting Ex-Officios Position 10 (Mayor or Nominee)	1 st Term Appointed 7/01/93	Term Expires 6/30/2001*
Position 11 (County Commission Chairman or Nominee)	7/01/93	6/30/2001*
Position 12 (City School Superintendent or Nominee)	7/01/93	6/30/2001*
Position 13 (County School Superintendent or Nominee)	7/01/93	6/30/2001*

*Every Three Years Thereafter.

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.

ARTICLE VI - OFFICERS

The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, Treasurer, and a Secretary elected from those serving on the board. These officers shall perform the duties prescribed by the By Laws and the parliamentary authority adopted by the Board.

Nomination 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.

Standing Committees shall consist of the Finance Committee, the Long-Range Planning Committed, the Personnel Committee and the Policy Committee. Other committees shall be appointed by the Chairman, as needed.

The Officers shall be elected at the July meeting to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected

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 handles, determined by the Board and entered in the minutes, and a copy of the bond shall be registered with the Georgia Public Library Services of the Board of Regents.

All Federal, State, and Local Funds used for the operation and improvement of the services and facilities of the Thomas County Public Library System shall be received by the Treasurer and shall be used in accordance with the budget approved by the Board.

ARTICLE VII-EXECUTIVE COMMITTEE

An Executive Committee, composed of officers of the board, shall be entrusted to govern in the names of the Board of Trustees between meetings of the Board.

ARTICLE VIII- INTERLIBRARY COOPERATION

The Thomas County Public Library System may enter into cooperative endeavors with other Library systems for the purpose of sharing personnel, materials and services by confederation or by merger as seen fit by the governing bodies of the Library system. Such cooperative endeavors must be within the limits of funds available to the Boards of Trustees, conducive to mutual growth and development of Library services, and not in violation of state and federal laws, regulations or other agreements, contracts or Library board policies.

ARTICLE IX- CONTRACTS

The Thomas County Public Library System is authorized to make and enter into such contracts or agreements, for all or any part of the county Library system, as are deemed necessary and desirable under the provisions of Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated (20-5-49), and any amendments noted hereafter.

ARTICLE X- 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 shall be filed upon adoption.

**Board of Trustees and Director
Bylaws for the Thomas County Public Library System**

ARTICLE I – DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The County Board of Trustees is the legal governing body of the Thomas County Library System. It shall be the duty and responsibility of members of the Library Board of Trustees:

To employ a director for TCPLS who meets state certification requirements and such other employees as necessary upon the recommendation of the director. Authority for the technical administration and supervision of the libraries shall be vested in the director.

To approve budgets prepared by the Director and to assume responsibility for the presentation of the Library system's fiscal needs to the supporting agencies.

To attend Board Meetings.

To establish policies governing Library programs.

To set policy for the receipt and administration of gifts of money and property.

To present financial and progressive reports to governing officials and to the public.

To notify the Director in advance of all meetings of the board or committees.

ARTICLE II – DUTIES OF THE OFFICERS

The Chairman shall preside at all regular or called Board Meetings. He/she shall appoint all committees.

The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

The Secretary shall record the official actions of the Board, keep a record of attendance at Board Meetings, and have the custody of the official books, which shall be housed in the county Library headquarters. He/She shall notify the proper appointing authorities of vacancies, which may occur on the Thomas County Public Library Board. He/She shall report changes of the membership to the Office of Public Library Services of the Board

of Regents. The Secretary shall send copies of the annual report of activities, income and expenditures to each funding agency.

The Treasurer shall give oversight to insure that a deposit of all moneys received are deposited by staff in a bank or banks that are approved by the Board of Trustees. He/She shall prompt staff to notify, in writing, the supporting agency, whose appropriations are not paid promptly and in full to the library. The treasurer shall review all financial transactions that the Library staff conducts through the fiscal year. The treasurer shall review all budgets, financial reports, and fiscal records that are prepared by the staff and are to be presented to the Library Board of Trustees for review and/or vote. The Chairman, the Treasurer, the Secretary, and the Director are each authorized to sign checks. Any two of the four may sign. An account of receipts and expenditures must be kept by staff and a report made to each monthly meeting. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State regulations. Official copies of all financial reports and the Library's financial books shall be kept in the Thomas County Library System at all times.

ARTICLE III-MEETINGS

The Thomas County Library Board shall hold up to 12 regular meetings during the fiscal year. Meetings shall be held at the headquarters Library or at some other location as designated by the Chairman.

Special meetings may be called by the Chairman or upon 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.

Prior to each regular or called meeting, the Director of the Thomas County Public Library System shall notify each member of the date, time and place of the County Library Board Meeting.

Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the full Thomas County Library Board.

All meetings must be open to the public and the news media. The County Board may, however, enter into a closed session for the discussion of proposed and pending litigation, deliberations on acquisition or sale of real property, or hearings or discussions 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 close session, no formal action will be taken. To be legally binding, all decisions must be formally moved and adopted in an open board meeting.

The latest edition of Robert's Rules of Order (revised) when not in conflict with the Constitution and By Laws, shall govern the proceedings of the Board of Trustees of the Thomas County Public Library System.

Each member of the Thomas County Board of Trustees 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.

Five members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as state in ARTICLE VII of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

The Order of business for meetings shall be:

- Call to Order
- Approval of Minutes of previous meeting
- Treasurer's Report
- System Director's Report
- Reports of Committees
- Unfinished business
- New Business
- Adjournment

ARTICLE IV-REPORTS

The Thomas County Public 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 requirement of the law shall be filed with the Georgia Public Library Services

ARTICLE V-ATTENDANCE

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

A letter reporting the removal and specifying the cause shall be sent to the affected Board Member and to the Agency responsible for his/her appointment. The Agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VI- PENALTIES

Employees or agents of the Thomas County Public Library System may cause the arrest, fine and imprisonment of persons who borrow, and fail to return books and other property owned by the Thomas County Public Library System; 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, ARTICLE II, Chapter 5, Title 20 and any amendments noted thereafter.

ARTICLE VII-AMENDMENTS

These By Laws 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 quorum is present. All amendments to these By Laws shall be filed with the Georgia Public Library Services of the Board of Regents immediately upon adoption.

Additional Policies Relating to Director

The Director of the TCPLS must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians.

The Director shall be the administrative head of the Library system under the direction and review of the Board.

It is the duty and responsibility of the Director:

- To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ and terminate other staff members if so authorized by the Board of Trustees. The Director submits to the Library Board for approval of all promotions and salary increases.
- To attend all meetings called by the Georgia Public Library Services of the Board of Regents or send a substitute authorized by the Director.
- To prepare any local, state, or federal budgets.

- To notify the Board of Trustees and the Georgia Public Library Services of the Board of Regents of any failure to comply with:
 - Policies of the Board
 - Criteria for state aid
 - State and Federal rules and regulations
 - All applicable local, state or federal laws

- To have the authority from the Library Board to submit grant requests for state and/or federal programs that would enhance the Library system

- To administer the total Library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Thomas County Public Library System

- To attend all meetings of the Library Board of Trustees, or any affiliated boards, or to designate a person to attend his/her place

- To serve as Chief Executive Officer of the organization performing whatever business functions are required by the Board of Trustees including signing checks, preparing specifications, etc.