

WORTH COUNTY LIBRARY SYSTEM - CONSTITUTION AND BYLAWS

Approved April 28, 2008

Amended April 23, 2009

Amended January 27, 2011

ARTICLE I. Name

The name of the system shall be the Worth County Library System.

ARTICLE II. Headquarters

The headquarters for Worth County Library System shall be located at Margaret Jones Public Library in Sylvester, Georgia.

ARTICLE III. Purpose

The purpose of the library system shall be to extend library service to all citizens of Worth County under the regulations governing public libraries as set forth by the State of Georgia. The Worth County Library System shall offer a program of library services to all citizens of Worth County to meet their informational, educational, and recreational needs; acquire and purchase library materials; circulate materials to the public through the county library or by other appropriate means of library extension; develop existing libraries and establish and develop member libraries, book deposits, and other services as appropriate to the needs of the service area; build a reference collection adequate to provide current and reliable information of a research nature as demanded by the needs of the communities comprising the area served; and promote the use of library resources by means of instruction, library-centered programs, exhibits, and other public relations media.

ARTICLE IV. Constituency

The Worth County Library System shall serve all citizens of Worth County, and such other County or municipalities as may become part of the system, through the headquarters library, Margaret Jones Public Library, and other extension services.

ARTICLE V. Legal Authority

The legal authority for public libraries and boards of trustees is described in the Official Code of Georgia Annotated.

ARTICLE VI. Governing Body

The governing body of Worth County Library System shall consist of a Board of Library Trustees composed of Trustees serving as members of each County Library Board and will consist of 6 members: 1 representative of Worth County Commission and 1 at large appointed by the Worth County Commission; 1 representative of the City of Sylvester and 1 at large appointed by the city of Sylvester; and 1 representative of the Worth County Board of Education and 1 at large appointed by the Worth County Board of Education.

The term of office shall be for three years with starting and ending dates corresponding to the library's fiscal year. Members may be reappointed.

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.

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.

The Worth County Library Board may elect former board members to serve as honorary members in recognition of outstanding service and dedicated support to the Worth County Library. Honorary Trustees may attend board meetings but shall have no vote at such meetings.

Additional representatives may be added from any library system that may affiliate with the Worth County Library System in the future.

ARTICLE VII. Officers

The officers of the Board of Trustees shall be a Chairperson and a Vice-Chairperson 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 County Library Board.

Nominations shall be made by a committee of two board members appointed by the Chairperson of the Board. The Chairperson and/or the Director may serve as one of the members on the Nominating Committee.

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

The Director, Library Manager, and Bookkeeper or Board of Trustees 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, a copy of the bond filed with the Georgia Public Library Service of the Board of Regents.

All Federal, State and local funds used for the operation and improvement of the services and facilities of the County Library System shall be received by the Director and shall be used in accordance with the budget approved by the Board, and the intent of the appropriation and its attendant laws and regulations.

ARTICLE VIII. Executive Committee

An Executive Committee composed of the Chairman, Vice-Chairman, and one designated Trustee, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

In the event a member of the Executive Board ceases for any reason, to be a member of his/her local library board, then his/her term on the Executive Committee shall end at the same time, and the local library board shall appoint a new representative to the Executive Board.

ARTICLE IX. Special Committees

Special committees may be appointed by the Chairperson as needed.

ARTICLE X. Interlibrary Cooperation

The Worth County 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 systems. Such cooperative endeavors must be within the limits of funds available to the Board of Trustees, conducive to mutual growth and development of library services, and not in violation of state or federal laws, regulations, or other agreements, contracts, or Library Board policies.

ARTICLE XI. Contracts

The Worth County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the County Library, as are deemed necessary and desirable under the provisions of the Official Code of Georgia Annotated.

ARTICLE XII. 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 Georgia Public Library Service of the Board of Regents immediately upon adoption.

ARTICLE XIII. Conflict of Interest

To avoid any potential claims of conflict of interest, no employee of a company with a direct financial interest with the Worth County Library System may serve on the Board of Trustees.

To avoid any potential claims of conflict of interest, no current employee of the Worth County Library System may serve on the Board of Trustees.

To avoid any potential claims of conflict of interest, no former employee of the Worth County Library System for a period of three years from the last date of employment to the first date of appointment may serve on the Board of Trustees.

By-Laws of the Worth County Library System

ARTICLE I. Duties and Responsibilities of Board Members

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

- (a) To employ a Director for Worth County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Director and Library Manager. Authority for the technical administration and supervision of the library system shall be vested in the Director.
- (b) To approve budgets prepared by the Director and to assume responsibility for the presentation of the library's fiscal needs to the supporting agencies.
- (c) To attend board meetings.
- (d) To establish policies governing library programs.
- (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 Director in advance of all meetings of the Board or committees.

ARTICLE II. Duties of Officers

The Chairperson shall preside at all regular or called board meetings. He shall appoint all committees and shall be an ex officio member of all committees.

The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson shall assign all other duties of the Vice Chairperson.

The Library Manager 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. The Library Manager shall send copies of the minutes of all meetings to the board chairperson and Director.

ARTICLE III. Duties of the Director

The Director of the Worth County Library System must hold at least a Grade 5B 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 County Library System under the direction and review of the Board. 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 and the availability of funds, and to employ and terminate other staff members so authorized by the County Board.
- (b) To attend all meetings called by the Georgia Public Library Service and the Board of Regents or send an authorized substitute.
- (c) To prepare any local, state, or federal budgets.
- (d) To prepare the Annual Report for GPLS.
- (e) To notify the Board of Trustees and the GPLS of any failure to comply with:
 - 1) Policies of the Board
 - 2) Criteria for State Aide

- 3) State and federal rules and regulations
 - 4) All applicable local, state, or federal laws
- (f) To administer the total library program in accordance with policies adopted by the Board of Trustees of the Worth County Library System.
 - (g) To attend all meetings of the Board of Trustees of the Worth County Library System or to send an authorized substitute.
 - (h) To report changes of membership to the GPLS.
 - (i) To be fiscally responsible and knowledgeable of bookkeeping procedures and all related expenditures, receipts of monies, grants, local government entities supplements, and State funding. To approve all bills, and countersign all checks. To keep official copies and records of all financial reports, State Audits, meeting minutes, and personnel files at Worth County Library System.
 - (j) Other duties as needed.

ARTICLE IV. Meetings

The Worth County Library System Board shall hold quarterly meetings on the fourth Thursday in the months of January, April, July, and October at 5:30 p.m. All meetings will be held at Margaret Jones Public Library in Sylvester.

Special meetings may be called by the Chairperson or upon the request of the Executive Committee, for the transaction of business as 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 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 Chairperson to transact any business requiring attention between regular meetings of the full County Library Board.

All meetings must be open to the public and the news media, in accordance with the Official Code of Georgia Annotated. The Library 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 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 closed session, no formal action may be taken. All discussions must be formally moved and adopted in an open Board meeting to be legally binding. The Chairperson or presiding officer must sign an affidavit that no other business or action was taken during the closed session.

The latest edition of Robert's Rules of Order, Revised, when not in conflict with the Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Worth County Library System.

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

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

The order of business for meetings shall be:

1. Call to Order
2. Approval of Minutes
3. Financial Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Director Report
8. Adjournment

It is not the practice of the Worth County Library Board to hold meetings by conference telephone calls. The Board understands that Georgia law does not explicitly permit or approve of meetings by telephone conference call for public library boards.

However, emergency situations may dictate that some board members cannot attend the meeting in person, but may attend via telephone conference call. In those cases, any or all of the board members may participate in the meeting by conference telephone.

All board meetings in which one or more of the board members are participating by telephone will be conducted under the following rules:

- All board members participating in the meeting and any member of the public attending such meeting must be able to hear and speak to each other.
- All rules for calling meetings and notification of board members as spelled out in other sections of this policy manual will apply.
- All rules for conduct of meetings, including role call and quorum, will be followed.
- Minutes of the meeting will be kept. Minutes will be reviewed and adopted by the Board at the next regularly scheduled board meeting.

ARTICLE V. Reports

The Worth County Library System is responsible for all reports as deemed necessary by local and state funding agencies, and any other reports necessary to obtain funds or meet requirements of the law or the GPLS.

ARTICLE VI. Attendance

A Board member shall be removed for cause or for missing three consecutive regularly scheduled meetings. The Board may grant exceptions to this attendance requirement in its discretion, for good cause shown.

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

ARTICLE VII. Penalties

Employees or agents of the Worth 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 Worth County 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.

ARTICLE VIII. Amendments

These Bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided the 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 GPLS.