

0-10-87

CONSTITUTION  
OF THE  
MOULTRIE-COLQUITT COUNTY LIBRARY SYSTEM

Adopted August 10, 1989

- ARTICLE I. NAME  
The name of the system shall be the Moultrie-Colquitt County Library System.
- ARTICLE II HEADQUARTERS  
The headquarters of the Moultrie-Colquitt County Library System shall be located in Moultrie, Georgia.
- ARTICLE III. PURPOSE  
The purpose of the Moultrie-Colquitt County Library shall be to furnish library service to the people of Colquitt County under the regulations governing public libraries as set forth by the state of Georgia.
- The Moultrie-Colquitt County Library shall:
- A. Offer a full program of library service to all citizens of Colquitt County to meet their informational, education and recreational needs:
    - a. Acquire and purchase library materials.
    - b. Circulate materials to the public through the member libraries or by other appropriate means of library extension.
    - c. Develop existing libraries and establish and develop member libraries, deposits, book-mobile and other services as appropriate.
    - d. 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.
    - e. Promote the use of library resources by means of instruction, library centered programs, exhibits and other public relations media.
- ARTICLE IV. CONSTITUENCY  
The Moultrie-Colquitt County Library System shall serve all citizens of the county through libraries located in Moultrie, Berlin, Doerun, bookmobiles, 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 (currently Title 20, Chapter 5, Article 5, amended March 26, 1984).
- ARTICLE VI. PARLIAMENTARY AUTHORITY  
The parliamentary authority shall be Roberts Rules of Order (newly revised edition).
- ARTICLE VII. GOVERNING BODY
- Section 1.  
The governing body of the Moultrie-Colquitt County Library System shall consist of a Board of Library Trustees composed of trustees who are appointed to the library board by the governmental agencies financially supporting the library on a regular basis, as specified in state law. The Board of Trustees shall be composed of twelve (12) members. The County Commissioners shall appoint ten (10) members, the City Council shall appoint one (1) member, and the Colquitt County Board of Education shall appoint one (1) member. Of the ten (10) members appointed by the County Commissioners, one member shall be appointed from communities or towns having an active branch library. The remaining members appointed by the commissioners shall be at-large. Each appointing authority shall notify the library board and the appointee, in writing, of the appointment. This notification shall state the length of term and expiration date. The operation of the County Library System is legally vested in this Board under the provisions of the Official Code of Georgia Annotated (currently Article 2, Chapter 5, Title 20).
- Section 2.  
The term of office shall be three (3) years, with starting and ending dates corresponding to the library's fiscal year (July 1-June 30). No member may serve on this board for more than two (2) successive three (3) year terms of office (6 years).
- Section 3.  
Board members shall receive no compensation for their service on the board, 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.

Section 4.

If an active board member finds it necessary to resign, he shall do so in writing, and transmit such notice to the Secretary of the Board. This notice shall contain the effective date of such resignation. 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 and be eligible for two (2) terms of his own. The nominating committee shall meet prior to the May meeting of the entire board each year to make nominations for officers and new board members. If a vacancy occurs at any other time of the year, the nominating committee shall meet before the next regular meeting of the entire board to formulate a list of suitable replacements for presentation.

Section 5.

Additional representatives shall be added from any governmental agencies which may, in the future, choose to financially support the library on a regular basis.

ARTICLE VIII.

INTERLIBRARY COOPERATION

The Moultrie-Colquitt County Library System may enter into co-operative endeavors with other library systems or affiliated libraries 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 IX. CONTRACTS  
The Moultrie-Colquitt County 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).

ARTICLE X. AMENDMENT OF CONSTITUTION  
This constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds (2/3) vote of the members present, provided that notice is made in writing at least two (2) weeks prior to the meeting, and provided that a quorum is present. All amendments to the constitution will be filed with the Division of Public Library Services of the State Department of Education immediately upon adoption.

BY-LAWS  
of the  
MOULTRIE-COLQUITT COUNTY LIBRARY SYSTEM

Revised and Adopted August 10, 1989.

ARTICLE

I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Moultrie-Colquitt County Library Board of Trustees (herein after called the Library System Board) shall be the legal governing body of the Moultrie-Colquitt County Library System. It shall be the duty and responsibility of Members of the Board of Trustees:

- A. To employ a Director for the County Library System who meets certification requirements and such other employees as necessary upon the recommendation of the County Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the County Library System Director.
- B. To approve budgets prepared by the County 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.
- 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 or Committees.

ARTICLE

II OFFICERS

Section 1.

The officers of the Library System Board shall be Chairman, Vice-Chairman, Secretary, Treasurer, and Parliamentarian. These officers shall be elected from those members serving on the Library System Board. The Secretary may delegate certain duties of that office to the Library Director or staff; however, voting privileges shall be retained by the elected Secretary. The Library System Board shall elect a Treasurer, who may or may not be a member of the Library System Board. The Treasurer will have voting privileges only

if he is a member of the Library System Board. The Treasurer may be elected or re-elected annually by the Library System Board, and there shall be no limit to the number of terms he may serve in succession. These officers shall perform the duties prescribed by the By-Laws and the parliamentary authority adopted by the Board.

Section 2.  
Nominations shall be made by the nominating committee.

Section 3.  
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.

Section 4  
The Treasurer, the Director, the Chairman, and 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 Library System Board and entered in the minutes, and a copy of the bond filed with the Division of Public Library Services of the Georgia Department of Education.

Section 5  
All federal, state and local funds used for the operation and improvement of the services and facilities of the Library System shall be received by the Treasurer and shall be used in accordance with the budget approved by the Library System Board.

### ARTICLE III.

#### DUTIES OF OFFICERS

##### Section 1.

The Chairman shall preside at all regular or called board meetings. He shall appoint all committees except the nominating committee and shall be an ex-officio member of all committees except the nominating committee.

##### Section 2.

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

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 shall notify the proper appointing authorities of vacancies which may occur on the County Library Board. He shall report changes of membership to the Division of Public Library Services of the Department of Education. The Secretary shall send copies of the minutes of all meetings to the participating agencies.

Section 4

The Treasurer shall deposit all monies received in a bank or banks approved by the Library System Board of Trustees. He shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He shall pay all bills which have been approved by the Director who shall make all purchases and who shall counter sign all checks. An account of all receipts and expenditures must be kept and a report made at each quarterly 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 Treasurer's books shall be kept in the County Library headquarters at all times.

Section 5.

The Parliamentarian shall confer with the Chairman before meetings, to become familiar with the agenda and thus anticipate any problems which might arise during the meeting. The Parliamentarian shall give advice to the Chair or any Board Member, when requested during the meeting. The Parliamentarian shall insure that proper parliamentary procedure (as prescribed in Roberts Rules of Order, newly revised) is followed.

ARTICLE IV. 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 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 and the availability of funds, and to employ and terminate other staff members if so authorized by the County Board.
- B. To attend all meetings called by the Division of Public Library Services of the State Department of Education or send a substitute authorized by the Division Director.
- C. To prepare any local, state, or federal annual budgets.
- D. To notify the Board of Trustees and the Division of Public Library Services of the State Department of Education of any failure to comply with:
  1. Policies of the Board
  2. Criteria for State Aid
  3. State and federal rules and regulations
  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 Moultrie-Colquitt County Library System.
- F. To attend all meetings of the Boards of Trustees of the County Library, or any affiliated Boards, or to designate a person to attend in his place.

ARTICLE V.

EXECUTIVE COMMITTEE

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

ARTICLE VI

STANDING COMMITTEES

The Standing Committees and the duties of each are listed as follows:

- A. Finance Committee and Audit
  1. Assist Librarian in preparation of the budget.
  2. Study salary schedule to determine its adequacy.  
Study reports with an eye for suggestions for wiser expenditures.



3. Present budget to community authorities for approval and underwriting.
  4. Secure additional funds if the need arises.
  5. Interpret the library's program and needs to supporting agencies. Be thoroughly familiar with source of income, expenditures, etc.
  6. Make long range plans for expansion of building and services.
- B. Public Relations Committee
1. Continually seek ways to improve the library image in the community.
  2. Arrange to tell the library story by encouraging clubs and organizations to have talks, programs, and exhibits by using board members, friends and other interested citizens.
  3. Help in planning and distributing brochures, bookmarks, booklists, etc. Secure publicity in the newspaper radio, TV, organizations and business newsletters.
  4. Assist the library staff in planning programs for National Library Week, Children's Book Week and other special programs.
- C. Personnel Committee
1. Confer with librarian on problems of hiring, firing staff.
  2. Help, if called upon, in solving any staff problems which may arise.
  3. Study staff benefits, salaries, hours to see that they are being fairly treated, and make necessary recommendations to Finance Committee. Assist in personnel evaluation process.
- D. Building, Maintenance, Grounds and Beautification Committee
1. Make periodic inspection of building inside and out. Suggest needed repairs and improvements.
  2. Plan and supervise improvements in the grounds. Secure donations of pot plants and cut flowers to beautify interior.

- E. Extension Committee
  - 1. Visit the branches occasionally to evaluate the service. Check on buildings and equipment to see that they are adequate. Get acquainted with the branch librarians.
  - 2. Examine with the librarian the budgetary needs of the branches to present to the Finance Committee.
  - 3. Make long range plans for additional branches which may be needed.
  
- F. Policies Committee and Constitution/By-Law
  - 1. Set up policies to govern library including auditorium usage, book selection, hours open, vacations holidays, etc.
  - 2. Monitor operation of Library Board and staff procedures as they relate to the Constitution and By-Laws. Recommend changes as needed.
  
- G. Nominating Committee
  - 1. Responsible for supplying to board members for acceptance, a list of names for retiring or resigning board members and nominees for officers of the board.

Committee appointments shall be made each year at the last meeting by the Chairman, except for the Nominating Committee, which shall be elected by the Board. Each committee shall meet as soon as possible after the beginning of the fiscal year to elect a Chairman. The Chairman of each committee or their designee shall present a committee report at each library board meeting.

## ARTICLE VII.

### MEETINGS

#### Section 1.

The Library System Board shall hold no less than four (4) regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the 2nd Thursday in the months of February, May, August and November at 10:00 A.M. at the headquarters library, or at some other location as designated by the Chairman.

Section 2.

Special meetings may be called by the Chairman, the Executive Committee, the Secretary, or upon the written request of three (3) 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 3.

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

Section 4.

Meetings of the Executive Committee may be called to transact any business requiring attention between regular meetings of the Library System Board.

Section 5.

All meetings must be open to the public and the news media. The Library System 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 will be taken. All decisions must be formally moved and adopted in an open Board meeting to be legally binding.

Section 6.

Each member of the Library System 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 7.

Seven (7) members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII 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 8.

The order of business for meetings shall be:

1. Call to order.
2. Approval of minutes of previous meeting.
3. Treasurer's report.
4. System Director's report.
5. Reports of committees.
6. Unfinished business.
7. New business.
8. Adjournment.

ARTICLE VIII.

REPORTS

The 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, and any other reports necessary to obtain funds or meet requirements of the law or the Division of Public Library Services of the State Department of Education, shall be filed with each funding agency.

ARTICLE IX.

ATTENDANCE

A Board member shall be removed for cause or for failure to attend three (3) consecutive regularly scheduled meetings.

ARTICLE X.

PENALTIES

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

ARTICLE XI.

AMENDMENTS

These by/laws may be amended at any regular meeting of the Board of Trustees by a two-thirds (2/3) vote of the members present, provided that notice is made in writing at least two (2) weeks prior to the meeting, and provided that a quorum is present. All amendments to these by/laws shall be filed with the Division of Public Library Services of the State Department of Education immediately upon adoption.