

CONSTITUTION AND BY LAWS

DOUGHERTY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

ARTICLE I

This organization shall be known as the Dougherty County Public Library. The Library is legally constituted under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20, as amended, and complies with its provision.

ARTICLE II

The object shall be the furnishing of a complete Library service to the people of Dougherty County, and such other areas as may subsequently be included by motion of the Board of Trustees.

ARTICLE III

The governing body of the Dougherty County Public Library shall consist of a Board of Library Trustees composed of trustees who are appointed to the Dougherty County Public Library Board by governmental agencies financially supporting the library on a regular basis, as specified in the state law. The Board of Trustees shall be composed of 7 members appointed by the Dougherty County Commission. Appointments shall be made in writing and shall be transmitted to the appointee and the Library. The operation of the Dougherty County Public Library is legally vested in this Board under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20, as amended.

The term of office shall be 3 years, beginning in January and ending in December.

Board members shall be removed for cause or for three consecutive unexcused absences from board meetings.

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.

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 IV

The Board of Trustees shall meet in the Conference Room on the Third Floor of the Central Library at 5:30 P.M. on the third Monday of January, February, March, April, May, June, September, October and November or at some other time and location designated by the Chairman. When the regularly scheduled meeting falls on a holiday observed by the Library, the Board will meet on Tuesday of the same week. The Board shall notify the Director of Libraries, in advance, of all meetings of the Board and Board Committees. Four members of said Board shall constitute a quorum, and a simple majority of the Trustees present shall be sufficient to carry out any motion. Special meetings of the Board may be called by the Chairman.

ARTICLE V

The Board of Trustees shall define the general policies of the Library and shall have general charge over all the business affairs of the Library. They shall appoint a Director, and may appoint an Assistant Director upon recommendation of the Director, both properly certified at the Grade 5(b) level or higher by the State Board for the Certification of Librarians. The Director shall employ and dismiss other employees. The Board may accept and receive donations either in money or property for purposes of maintaining or improving the Library.

ARTICLE VI

The officers of said Board shall consist of a Chairman, Vice Chairman and a Treasurer, who shall be elected annually for one year terms at the January meeting from their own members, except that the Secretary need not be a member of the Board.

The Chairman shall preside at Board meetings, appoint committees, and perform such other duties as generally pertain to the office. The Chairman shall have the right to vote on all motions.

The Secretary shall keep a record of attendance at Board meetings, record the official actions of the Board, and have custody of its official books and other materials, which shall be housed at the Library.

All monies received by or in behalf of Dougherty County Public Library shall be deposited in a depository designated by the Board, to the Dougherty County Public Library account and used for the operation and improvement of the services and facilities of the Dougherty County Public Library in accordance with an annual budget approved by the Board of Trustees. Deposits may be made by the Treasurer, by the Director of Libraries, or by a person or persons designated by either the Director or the Board. The Treasurer, the Director and any member of the staff authorized to handle library funds shall be bonded.

All monies deposited or held by the Library shall be accounted for by the several persons handling the funds, and it shall be the duty of the Treasurer to review the status of all funds and report to the Board at each regular meeting of the Board, or at such other times as may be requested by the Chairman of the Board.

The Board shall formulate a policy for the receipt, deposit and accountability of all funds of the Library and this policy shall be supervised by the Treasurer.

The Vice Chairman shall preside over meetings in the absence of the Chairman; and in the absence of the Vice Chairman, the Treasurer shall preside.

ARTICLE VII

The Director of Libraries shall have charge of the Library and have the care of books and other library property. He shall direct the staff members in all work pertaining to the efficient operation of the library. He shall select books and prepare orders for books, library supplies, and other necessary items for the maintenance of the Library, ascertaining at any time from the Treasurer the amount of funds in the library budget for such expenditures (as are needed). He shall prepare and submit, in writing, to the Board at regular meetings a report of the operations of the Library,

including such recommendations, as in his opinion will promote its efficiency. He shall prepare, in writing an annual report showing fully the operations of the library; present this to the Board and send a copy to the Division of Public Library Services of the State Department of Education, the Commissioners of Dougherty, and any such agencies as may be designated by the Board.

ARTICLE VIII

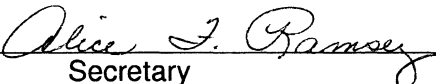
All services rendered by the Library shall be free to the residents of Dougherty County and any such areas as designated by the Board. Loan periods of various types of books shall be fixed and enforced by the Director. A fine as fixed by the Director shall be charged to all persons keeping materials past the date set for their return to the Library.

ARTICLE IX

Members of the Board of Trustees shall receive no compensation; provided however, that such members may be reimbursed for any reasonable and necessary expenses incurred in the performance of Library business or if stipulated in terms of any bequest or gift. Dues or fees for membership in local, state, regional and national library associations may be paid from operating funds.

ARTICLE X

These By-Laws may be amended at any regular meeting of the Board with a quorum present by a unanimous vote of the members present.


Secretary

Adopted 1955
Amended September 15, 1968
Amended October 22, 1968
Reaffirmed October 19, 1970
Amended February 18, 1974
Amended March 17, 1975
Reaffirmed March 15, 1976
Reaffirmed February 21, 1977
Reaffirmed January 15, 1979
Amended October 4, 1982
Amended November 5, 1984
Amended October 16, 1989
Amended November 19, 1990