

Hart County Library System Bylaws

(Previous version enacted July 1, 1996)

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The County Board of Trustees is the legal governing body of the Hart 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 state 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 any called meetings of the Board or committees.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chairman shall preside at all regular or called board meetings. He/She shall appoint all committees and shall be an *ex-officio* member of all committees.

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 at the County Library headquarters.

Section 4. The Treasurer (or his/her approved designee) shall deposit all monies received in a bank or banks approved by the Board of Trustees. He/She shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He/She shall pay all bills which have been approved by the Director. Specific accounting tasks may be assigned to a member/members of the Library staff. Official copies of all financial reports and the Treasurer's books shall be kept in the County Library headquarters at all times.

ARTICLE III. 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 Georgia Public Library Service or send a substitute authorized by the Director.
- (c) To prepare any local, state, or Federal annual budgets.
- (d) To notify the Board of Trustees and the Georgia Public Library Service 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, and Federal laws
- (e) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Hart County Library System.
- (f) To attend all meetings of the Board of Trustees of the County Library, or any affiliated Boards, or to designate a person to attend in his/her place.
- (g) To notify the proper appointing authorities of vacancies which may occur on the County Library Board.
- (h) To report changes of membership to the Georgia Public Library Service.
- (i) To send copies of the annual report of activities, income, and expenditures to each funding agency.

ARTICLE IV. MEETINGS

Section 1. The County Library Board shall hold monthly meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the second Tuesday of each month, with two meetings in June – one on the second Tuesday and one as close to the end of the fiscal year (June 30th) as possible for budget approvals at 10:30 AM at the headquarters library, or at some other location as designated by the Chairman.

Section 2. Special meetings may be called by the Chairman or upon the 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.

Section 3. Prior to each regular or called meeting, the Director of the County Library System shall notify each member of the date, time, and place of the County Library Board meeting.

Section 4. All meetings must be open to the public and the news media, in accordance with Code of Georgia Annotated 50-14-1 through 50-14-6.

Section 5. 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 Hart County Library.

Section 6. Each member of the County Library Board shall have one vote.

Section 7. A simple majority of the Board of Trustees constitutes 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:

Call to order

Vote to approve meeting agenda

Reading/approval of minutes of previous meeting

Treasurer's report

System Director's report
 Old business
 New business
 Community participation/public comment
 Adjournment

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, and any other reports necessary to obtain funds or meet requirements of the law or the Georgia Public Library Service shall be filed with each funding agency.

ARTICLE VI. ATTENDANCE

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled meetings. Members may be excused from a meeting for illness.

Section 2. In the case of a removal for cause, 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/her appointment. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Employees or agents of the Hart County Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Hart County Library; 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, Title 20, Chapter 5, Article 2.

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 that 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 Georgia Public Library Service immediately upon adoption.

Policy approved by a quorum of the Hart County Library Board of Trustees – January 12, 2021