

# BYLAWS

## RODDENBERY MEMORIAL LIBRARY

### ARTICLE I - DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Board of Trustees is the legal governing body of the Roddenbery Memorial Library. It shall be the duty and responsibility of members of the Board of Trustees to:

- (a) Employ a Director for the Roddenbery Memorial Library who meets state certification requirements and such other employees as necessary upon the recommendation of the Roddenbery Memorial Library Director. The Board is authorized by state law to delegate employment of staff members to the Library Director.
- (b) Approve budgets prepared by the Roddenbery Memorial Library Director and to assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- (c) Attend board meetings.
- (d) Establish policies governing library programs.
- (e) Set policy for the receipt and administration of gifts of money and property.
- (f) Assist the Director in presenting financial and progress reports to governing officials and to the public.
- (g) Notify the Roddenbery Memorial Library Director in advance of all meetings of the Board or committees.

### ARTICLE II - DUTIES OF THE OFFICERS

- Section 1. The duties of the Chair are as follows:
- Preside at all regular and called Board meetings.
  - Appoint all committees and be an ex-officio member of all committees.
  - Notify the proper appointing authorities of vacancies which may occur on the Library Board.
  - Notify in writing, on behalf of the Board, any supporting agency whose appropriations are not paid promptly and in full.

- Sign approved contracts, agreements, and reports made by the Library, on behalf of the Board.

Section 2. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

Section 3. The duties of the Secretary-Treasurer are as follows:

- (a) As Secretary, either take and present for distribution the minutes of the Board meetings, or delegate that task to the Director, who can be assisted by the Library's Administrative Assistant. In either case the Secretary shall be the primary Board member responsible for proofreading the minutes as distributed to Board members pending approval at the next meeting.
- (b) As Treasurer, maintain familiarity with the Library's ongoing finances, including the stewardship of current funds and the placement or investment of savings accounts. The Treasurer, with the consent of the Board, empowers the Bookkeeper to handle funds under the guidance and discretion of the Director.

Section 4. The Board shall exercise all rights and powers conferred upon like Boards by Article 2, Chapter 5, Title 20, of the Official Code of Georgia Annotated, amended March 26, 1984. The Board will have the authority to study current needs of the Library, translating these needs into monetary obligation (an annual budget) that will be presented at the proper time to the three taxing agencies who by law have the power to fund library services. Said Trustees shall be authorized to receive donations and gifts to the Library and to enter into proper agreements with the donors of such gifts or donations setting forth the terms on which said donations or gifts are accepted.

### ARTICLE III - DUTIES OF THE DIRECTOR

Section 1. The Director of the Roddenbery Memorial Library must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians or a Lifetime Certificate.

Section 2. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the Library's services to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

Section 3. It is the duty and responsibility of the Director to:

- Administer the total library program, including all affiliated libraries, in accordance with the policies adopted by the Board of Trustees of the Roddenbery Memorial Library.
- Attend all Library Board meetings.

- Attend all meetings called by the state Office of Public Library Services or send a substitute authorized by the OPLS Director.
- Prepare any local, state, or federal budgets.
- Notify the Board of Trustees and the state Office of Public Library Services of any failure to comply with:
  - policies of the Board
  - criteria for state aid
  - state and federal rules and regulations
  - all applicable local, state, and federal laws

#### **ARTICLE IV - EMPLOYMENT AND DISMISSAL OF STAFF**

- Section 1. The staff of the Roddenbery Memorial Library shall be, upon the recommendation of the Library Director, hired and dismissed by the Director in consultation with the Library Board of Trustees. While the Board is vested with responsibility for employment of the director and other employees as necessary, it has authority under state law to delegate the employment (i.e. hiring, dismissal, and discipline) of staff members to the Library Director.
- Section 2. A staff manual detailing policies, working conditions, and duties of the staff shall be available to each staff member.
- Section 3. When a staff member feels maligned or mistreated, the staff member shall have recourse to follow the grievance procedure outlined in the Personnel Section of this handbook (See Part IV, Section 2).

#### **ARTICLE V - BOARD MEETINGS**

- Section 1. Annual, Regular, and Special Meetings:
- (a) The annual meeting of the Board shall be held at the Library on the third Monday of the month, near the end of each calendar year. It may be held at such other place designated by the Board.
  - (b) The regular meeting of the Board shall be held monthly on the third Monday of each month at the Library or at a place designated by the Chair; except that the Board, by proper resolution, may provide for semi-monthly or quarterly meetings instead of monthly meetings.
  - (c) Special meetings may be called by the Chair or the Director, for the transaction of business stated in the call for meeting.
- Section 2. Notices of all meetings shall be mailed by the Director and the Administrative Assistant to all members and sent to the last mailing address on file at the Library. These notices shall be mailed at least three days before the meeting. All board meetings shall be announced to the public twenty-four hours in advance

and copies of the agenda made available to the public as far in advance as possible.

- Section 3. All meetings must be open to the public and the news media. 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 will be taken within that session. All decisions must be formally moved and adopted in an open Board meeting to be legally binding. The Board Chair, or whoever presides, must execute and file with the official minutes of the meeting an affidavit stating under oath that the subject matter of the closed portion was devoted to matters within the exceptions provided by law. The affidavit should identify the specific relevant exception and state that the subject matter only related to that exception.
- Section 4. Quorum:
- (a) A quorum for the transaction of business shall consist of a majority of the Board. If a quorum is not present, the Chair shall declare the meeting adjourned to a day and hour when a quorum can be assured.
  - (b) Necessary routine matters such as bills, payroll approval, and other necessary items may be approved by the Director and a Trustee if a quorum is not present. Under these circumstances any business transacted shall be presented for approval at the next full Board meeting.
- 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 Roddenbery Memorial Library.
- Section 6. The order of business at the regular meetings shall be as follows:
- Call to Order
  - Approval of Minutes
  - Financial Reports
  - Delegations
  - Communications
  - Reports of Committees
  - Old or Unfinished Business
  - New Business
  - Report of the Director
  - Other Business
  - Adjournment

## **ARTICLE VI - REPORTS**

The Roddenbery Memorial Library is responsible for all reports as deemed necessary by local and federal funding agencies. An annual report of activities and expenditures shall be filed with the state funding agency. All reports necessary to obtain funds or meet requirements of the law shall be filed with the state Office of Public Library Services.

## **ARTICLE VII - ATTENDANCE**

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the funding agency responsible for the appointment of that Board member. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

## **ARTICLE VIII - PENALTIES**

Employees or agents of the Roddenbery Memorial Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Roddenbery Memorial 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 IX - 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 ten business days prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the state Office of Public Library Services immediately upon adoption.

**Adopted August 16, 1989**

**Last Revision Adopted November 20, 2000**

### III. PUBLIC SERVICE POLICIES

The library participates in the PINES cooperative system, which is available in many Georgia libraries. Policies on providing library cards to residents of other counties are provided in the PINES manual. At its regular meeting of August 21, 2000, the RML Board of Trustees made the following decision: At any point where PINES policies vary from what remains in the RML policy manual from earlier practices, PINES policy takes precedence, unless the library has in place a policy that differs intentionally from the standard PINES version.

#### Eligibility and Registration

- A. **Free library service** is available to all Georgia residents. Persons who attend school, own property or are employed in Georgia are eligible for a free PINES card. Patrons of both PINES and non-participating Georgia public libraries may receive a PINES card and have the same privileges. A completed, signed application and proper identification must be presented to register. Signing a PINES card application denotes acceptance of responsibility for lost or damaged materials. Proof of ownership, employment, or school enrollment may be required for persons who do not reside in the state of Georgia.
- B. Out of state cards are available to persons living outside Georgia who do not meet the above criteria, for a \$25 annual fee, payable at the time the card is issued. Persons who will be in Georgia for less than 6 months and reside outside Georgia may be issued a temporary card. Privilege limit is 6 months. The privilege fee is ½ the fee charged for out of state cards (\$12.50). Patrons with temporary cards may check out up to 5 items simultaneously.
- C. There is no minimum age for a child to receive a PINES card. A parent or legal guardian must sign the application for a child under 18, and the parent must show proper ID.
- D. A lost or stolen card may be replaced for \$2.00. Patrons are responsible for their cards and are liable for any materials on their own cards, even if they do not personally check them out. In case of a lost or stolen card, the patron should notify their home Library in the Pines system.
- E. PINES cards are valid for 2 years. It is the responsibility of the cardholder to report changes in name, date, address, telephone number, etc. to the library.
- F. **In transferring from juvenile to adult** status, the card remains the same. For juveniles a parent or legal guardian may change the patron profile from XJ Internet to Juvenile by completing a new application. Again, the card remains the same.