

Columbia County Library Advisory Board Constitution and Bylaws

Constitution

Article I. Name

Section 1. The name of this board shall be the Columbia County Library .

Article II. Central Offices

Section 1. The central offices of the Columbia County Libraries shall be in the Columbia County Library, 7022 Evans Town Center Blvd., Evans, GA, 30809. The central offices of the Greater Clarks Hill Regional Library System are also located in the Columbia County Library in Evans.

Article III. Purpose

Section 1. The purpose of this Board is to advise on library operations, approve certain policies, hear appeals for reconsideration, and maintain the advisory board funding.

The Columbia County Library Advisory Board shall consist of seven (7) members appointed by the Columbia County

Section 2. Officers

Officers of the Library Advisory Board shall be elected annually from the County Library Advisory Board membership and shall consist of a Chairman, Vice Chairman, Treasurer, and Secretary. The Secretary may be a board member or a member of the library staff.

Section 3. Committees

The Treasurer shall serve as the Chairman of the Finance Committee. Other committees may be appointed by the Chairman as needed.

Article V. Amendments

This constitution may be amended at any regular meeting of the County Library Advisory Board by a two-thirds majority vote of the members present, provided that notice in writing is given at least one week prior to the meeting, and provided a quorum is present.

Bylaws

Bylaws of the Columbia County Library Advisory Board

Article I. Duties

Section 1.

The Columbia County Libraries Manager shall be a Columbia County employee, under the supervision and direction of the Columbia County Community Services Director. The Columbia County Libraries Manager shall attend all meetings of the Advisory Board, but is not a voting member.

Section 2.

The Columbia County Library Advisory Board shall adopt all local policies for which there are no Regional Library System policies.

Section 3.

The County Libraries Manager is responsible for the preparation of the budget request working with the Director of Community Services. The County Libraries Manager will provide a report to the advisory board each regular meeting that will include the following items:

- Library programs and statistics
- Titles selected for acquisition
- Requests for reconsideration
- Gifts and/or donations

Article II. Election & Duties of Officers of the Board

Section 1.

The election of officers shall take place at the time of the annual meeting. Officers shall serve for a period of one year and until their successors are duly elected.

Section 2.

The Chairman of the Columbia County Library Advisory Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties as the presiding officer.

Section 3.

The Vice Chairman shall preside in the absence of the Chairman and act for the Chairman in the event the Chairman is indisposed, out of town, or otherwise unable to perform the duties of his/her office.

Section 4.

The Treasurer shall report at each regular Advisory Board meeting the state of the Library Board's funds. Official copies of all financial reports and records shall be kept at the Library at all times. All funds collected by the County Library Advisory Board shall be delivered to the Columbia County Financial Services Division and shall be deposited into a special account or accounts of the County each of which shall have a designation indicating that it is a "Library Advisory Board Fund Account." With the exception of money generated by the operations of the Library or designated by the donor for use in operations, the Funds shall not be used to offset appropriations that would otherwise be spent from the County's general fund and other sources of revenue to pay for the operations of the Library. Money in the accounts shall be used for training, equipment, capital expenses, and other expenses or costs designated to ensure that the Library is first class.

Section 5.

The board may elect an existing member to serve as secretary or may choose to designate a Columbia County library staff member to be responsible for handling the duties of secretary. He/she shall keep a true and accurate account of all proceedings of the Board Meetings; shall issue notices of all regular meetings; and shall have custody of the minutes and other records of the board.

Article III. Meetings

Section 1. The regular meetings of the County Library Advisory Board shall be held monthly and in person. A quorum shall consist of at least (4) members.

Section 2.

Special Meetings may be called by the Chairman, or upon written request of the Regional Library Director and two members, for the transaction of business as stated in the call for the meeting notice. A reasonable effort shall be made to contact all members at least twenty-four (24) hours prior to the meeting time.

Section 3.

The Order of Business shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Approval of Treasurer's Report
- Report of the County Libraries Manager
- Report of the Director of Community Services
- Report of Committees
- Report of Friends of the Library
- Report of the Regional Library
- Unfinished Business
- New Business
- Adjournment

Section 4.

All meetings must be open to the public and the news media in accordance with the Official Code of Georgia Annotated 50-14-1 et seq.

Article IV. County Library Manger

The County Libraries Manager, an employee of the county, shall have charge of administering the libraries under the direction and review of the Director of Community Services. -

Article V. Audience with the Board

Citizens of the county may request an audience with the Columbia County Library Advisory Board. Requests must be made to the County Libraries Manager via email a minimum of one week prior to a regular meeting. Citizens will have five (5) minutes to speak.

Article VI. Parliamentary Authority

Robert's Rules of Order shall serve as parliamentary authority in all cases.

Article VII Amendments

These by-laws may be amended at any regular meeting of the County Library Advisory Board by the two-thirds majority vote of the members present, provided that notice in writing is given at least one week prior to the meeting and provided a quorum is present.

Corrected for name change: July 1, 1987

Amended: November 2, 1989

Amended: January 16, 199

Amended: April 22, 1997

Amended: September 8, 1998

Amended: March 12, 2001

Amended: October 10, 2006

Amended: April 10, 2007

Amended: March 24, 2009

Amended: March 2015

Amended: December 13, 2022

Amended: April 18, 2024