

# **Columbia County Library Board Constitution and Bylaws**

## ***Constitution***

### **Article I. Name**

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

### **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, GA.

### **Article III. Purpose**

Section 1. The purpose of this Board of Trustees shall be to offer a full program of library service to all citizens of Columbia County to meet their informational, lifelong learning, and recreational reading, listening, and viewing needs; to acquire and purchase current library materials and electronic resources; to circulate library materials to the public through the branch libraries; to build an in-house and electronic reference collection adequate to provide current and reliable information; to provide computer access for the public; and to promote the use of libraries by means of instruction, outreach, library centered programs, exhibits, and other public relations activities..

### **Article IV. Composition of Library Board of Trustees**

#### **Section 1. Election and Tenure:**

The Columbia County Library Board shall consist of seven (7) members appointed by the Columbia County Board of Commissioners. The term of office of the Columbia County Library Board members shall be limited to two successive terms of three years each after which they shall not be eligible for consecutive re-election. Terms shall be staggered so that no more than three terms expire in any one year. Vacancies on the County Library Board occurring for reasons other than expiration of term shall be filled by appointment for the unexpired term; persons appointed to the unexpired term are eligible for reappointment to full consecutive terms. Board members shall be removed for cause or failure to attend three meetings during the calendar year.

#### **Section 2. Officers:**

Officers of the Library Board of Trustees shall be elected annually from the County Library Board membership and shall consist of a Chairman, Vice Chairman, and Treasurer. The Columbia County Library Manager shall discharge the duties of the secretary or appoint another staff member to do so. An officer may succeed himself/herself provided that the Chairman shall not serve more than six consecutive terms of one year each.

#### **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 Board of Trustees by a two-thirds majority vote of the members present, provided that notice in writing is given at least two weeks prior to the meeting, and provided a quorum is present.

## ***Bylaws***

# **BYLAWS OF THE Columbia County Library Board**

## **Article I. Duties**

### **Section 1.**

It shall be the duty of the Columbia County Library Board of Trustees to appoint the Columbia County Library Manager, in consultation with the Director of Community and Leisure Services. The Columbia County Library Manager will be a Columbia County employee, under the supervision and direction of the Columbia County Community and Leisure Services Director, the Board of Trustees, and the Regional Library Director.

### **Section 2.**

The Columbia County Board of Trustees will annually participate in the evaluation process of the County Library Manager, with the Director of Community and Leisure Services, and the Director of the Regional Library System.

### **Section 3.**

The County Board of Trustees shall adopt local policies for which there are no Regional Library System policies, acting on advice and guidance of the County Library Manager and the Director of the Regional Library.

### **Section 4.**

The County Library Manager is responsible for the preparation of the budget request working with the Director of Community and Leisure Services. The county board of trustees is responsible for approval before presentation to the Columbia County Commission and adoption of the budget (O.C.G.A.20-5-43). As with other areas of library planning and policy -making, budget preparation is a cooperative process involving trustees, library staff, and the community.

## **Article II. Election & Duties of Officers of the Board**

### **Section 1.**

The election of officers shall be held 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 County Library Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any specials 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 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 Board of Trustees 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 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 insure that the Library is first class and excels above those of other counties.

### **Section 5.**

The County Library Manager shall act as Secretary of the Board or appoint another staff member to do so. He/she shall keep a true and accurate account of all proceedings of the Board Meetings; shall issue notices of all regular meetings; shall have custody of the minutes and other records of the board.

## **Article III. Meetings**

**Section 1.** The regular meetings of the County Library Board of Trustees shall be held monthly, with the exception of June, July, August, and January. A quorum shall consist of four (4) members.

**Section 2.** The Annual Meeting of the County Library Board of Trustees shall be held in March at the time of the regular meeting.

### **Section 3.**

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 states in the call for the meeting notice. A reasonable effort shall be made to contact all members at least 24 hours prior to the meeting time.

### **Section 4.**

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 Library 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 5.**

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 Manager**

The County Library Manager, as appointed head of the Libraries, shall be considered the executive officer of the County Library Board of Trustees and shall have charge of administering the libraries under the direction and review of the County Library Board of Trustees, the Director of Community and Leisure Services, and the director of the regional library. The Columbia County Library manager shall attend all meetings of the Board.

## **Article V Library Staff**

Staff members shall include both professional and clerical assistants, as needed to provide an effective program of library service, these assistants to be employed or dismissed by the County Library Manager with the advice and counsel of the County Library Board of Trustees and the Director of the Regional Library system.

## **Article VI Audience with the Board**

Any staff member may be granted the privilege of an audience with the County Library Board of Trustees at a regular meeting, to present his or her views, in case of dissatisfaction or to discuss an important issue pertaining to the Library. A citizen of the county may request an audience with the Columbia County Board of Trustees a minimum of one week prior to a regular meeting. The request must be made to the County Libraries Manager via email. The citizen will have 5 minutes to speak.

## **Article VII Parliamentary Authority**

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

## **Article VIII Amendments**

These by-laws may be amended at any regular meeting of the County Library Board of Trustees by the two-thirds majority vote of the members present, provided that notice in writing is given at least two weeks 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

