Perry County Public Library Board of Trustees Bylaws

Adopted November 20, 2012

Article I
Identification

This organization is the Board of Trustees of the Perry County Public Library, located in Perry County Tennessee, established by the County of Perry, according to the provisions of Title 10 of the Tennessee Code Annotated, and exercising the powers and assuming the duties granted to it under said statute.

Article II
Membership

Section 1. Appointments and Terms of Office. The Board shall be composed of seven members appointed by the Perry County Commission. Members will serve without salary for a term of three years. The terms shall be staggered so that two or three members' terms will expire each year. Board members may serve two consecutive terms and may be reappointed after a minimum three-year break in service.

Section 2. Regional Board Members. Every member of the regional board who is not an active member of a county library board is hereby designated an ex-officio member of the local county board. Ex-officio board members may vote, serve as a quorum, serve as officers, enter into discussions and serve on committees of the local board.

Section 3. Meeting Attendance. Any Board member who misses three consecutive meetings, without sufficient cause, may be asked to resign, by letter from the Board.

Article III
Officers

Section 1. The officers shall be a chair, a vice-chair, and a secretary, elected from among the appointed trustees at the annual meeting. No member shall hold more than one office at a time. No member shall be eligible to serve more than four consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The chair shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with the office of chair.

Section 4. The vice-chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair until the chair returns or a new chair is elected.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform

such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV
Meetings

Section 1. Regular Meetings. The regular meetings shall be held bi-monthly, the dates and hour to be set by the Board.

Section 2. Annual Election of Officers. The annual meeting, which shall include the election of officers whose terms have ended, shall be held at the time of the regular meeting in July of each year, the first meeting of the fiscal year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be retained on file in the library for public review.

Section 5. Special Meetings. Special meetings may be called at the direction of the chair, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. Proxy voting is not permitted.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Tennessee's Open Meetings Law (Tennessee Code Annotated 8-44-101 through 8-44-108).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V
Committees

Section 1. Standing Committees. Standing Committees (if any), such as Personnel, Budget and Policy, shall be appointed by the chair at the first meeting of the fiscal year and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special issues, such as Planning or Technology, shall be appointed by the chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI
Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Perry County Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs, to see that they meet the requirements of the total library program.

Section 5. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Article VII
Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII
Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Perry County Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX
General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The chair may vote upon and may move or second a proposal before the Board.

Section 2. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed

amendment shall have been sent to all members at least one week prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Perry County Public Library on the 20th day of November, 2012. Last amended on the 18th day of November, 2021.

Blake Dill 12/8/2021

Blake Dill, Chair, Board of Trustees ***Date***

Gail Spragins 12/8/2021

Gail Spragins, Library Director ***Date***

Appendix 1: LIBRARY BOARD JOB DESCRIPTIONS

I. Board Chair

The chair is elected by board members to offer leadership and to perform the functions which enable the board to conduct its business. The board chair often makes appearances in the community as a representative of the board, conducts fair and effective meetings, and serves as the link to the library without trying to run day-to-day functions of the library or impose personal choices on the staff or board. Board members should consider the following leadership skills necessary for a chair:

Ability to create an atmosphere in which people work productively.
Ability to organize and coordinate work, delegate assignments, and monitor the progress of the group.
Ability to interpret important factors relating to any problem at hand.
Ability to communicate with others in a clear, concise way both in writing and verbally.
Ability and willingness to devote time and energy to achieving the mission and goals of the library.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD CHAIR

1. Calls and presides over all board meetings, plans meetings, prepares agenda with director, establishes ground rules for meetings so that everyone has the chance to be heard.
2. Appoints permanent and temporary committees for specific assignments.
3. Monitors the progress of committee meetings and provides additional assistance as needed.
4. Is chief spokesman and the public symbol of the library. Gives interviews to all media, speaks at public meetings, governmental hearings, etc. Often gets the praise and blame for activities of the library board.
5. Serves on local, regional, or national task force and committees.
6. Works closely with the director and staff between meetings and on special issues. (However, the chair is only a member of the board and cannot make policy, budget, or other decisions unilaterally, unless prior delegation of such authority and instruction has been voted by the board).
7. Works with the library director and with elected officials on major issues such as:
   library finance
   building projects
   other major or critical issues
8. Receives and analyzes all mail addressed to the board and works closely with the secretary to assure follow-up.

II. Board Vice-Chair

The vice-chair should have the same skills as the chair:

Ability to create an atmosphere in which people work productively.
Ability to organize and coordinate work, delegate assignments, and monitor the progress of the group.

Ability to interpret important factors relating to any problem at hand.
Ability to communicate with others in a clear, concise way both in writing and verbally.
Ability and willingness to devote time and energy to achieving the mission and goals of the library.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD VICE-CHAIR

1. Conducts meetings and handles board business in the absence of chair.
2. May be delegated the responsibility for monitoring the activities of several committees if the board's workload is heavy and there are many deadlines to meet.
3. Automatically becomes the library board chair in case of resignation or death unless the bylaws provide for other methods of succession.
4. Presides in the absence of the chair or whenever the chair temporarily vacates or steps down from the position.
5. May exercise all duties of the chair, except to change or modify any rules made by the chair, in case the chair should be absent for a long period of time.

III. Board Secretary

The secretary is in charge of the minutes and formal records of the board.

QUALIFICATIONS OF THE SECRETARY

Knowledge of organization.
Quick, perceptive mind and clear speaking and reading voice.
Accuracy and speed in taking notes and good organizational skills.
Ability to draft understandable but concise diplomatic letters and reports.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD SECRETARY

1. Issues all calls or notices of meetings for the board and committees.
2. Takes the official minutes of all board and committee meetings (or reviews and certifies the staff secretary's minutes for accuracy).
3. Prepares roll call lists and calls the roll when necessary.
4. Presides at meetings when the chair and vice-chair are not present.
5. Assists the chair in adhering to the agenda.
6. Assists the chair with parliamentary procedure if no parliamentarian is present.
7. Brings reference materials to all meetings including: articles of incorporation and ordinance, bylaws, previous minutes, policy manual, book on parliamentary procedure, and a list of unfinished business.
8. Records names of all committee appointments and notifies all persons nominated or elected to be on committees and provides the committee chair with lists of members and instructions for the committee.
9. Reads all papers that may be called for by the board.
10. Authenticates by signature all records and documents.
11. Handles all correspondence and distribution of mail, often with the assistance of the library staff, and follows through to assure that all correspondence requiring a reply has been answered.

12. May be assigned to write or edit newsletters, condense committee reports for publication, or edit committee reports. May be responsible for placing notices, articles, or other material in organizational publications.

NOTE: Since the duties of a competent secretary are numerous, the library staff may handle the paperwork. It should be mutually agreed upon in advance and in writing which responsibilities will be assumed by the staff. The secretary should work closely with the director in these areas.

Appendix 2: LIBRARY STAFF JOB DESCRIPTIONS

I. Library Director

This position reports to the Library Board of Trustees, and is responsible for the overall operation of the public library system and performs related work as required.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR

1. Plan and direct library operations for the public library system.
2. Implement library policies as set forth by the Library Board of Trustees.
3. Hire, supervise, develop, evaluate assigned staff (e.g. Library Assistant and Library Branch Manager), and execute personnel actions such as employment, promotion, demotion, discipline, termination, salary adjustments and related matters.
4. Schedule work hours to ensure adequate coverage.
5. Prepare and monitor the annual budget for all library operations.
6. Review and approve library expenditures.
7. Oversee and maintain library collections through acquisitions and weeding.
8. Maintain library technology: computers, software, printers, routers, Wi-Fi, office equipment, etc.
9. Compile data and prepare reports for the Library Board, regional library, and local and state officials.
10. Attend all Library Board meetings and act as liaison between Library Board, library staff, Perry County government, and the Friends of the Library.
11. Attend regional in-service trainings and meetings.
12. Attend workshops, conferences, and continuing education webinars.
13. Maintain current knowledge of library trends and issues.
14. Establish and maintain relationships with community leaders, community groups, other library leaders, and the general public.
15. Prepare and submit grant applications and oversee grant projects.
16. Assist library patrons in the use of print and non-print library resources, including computers, copier/printer/fax and other electronics.
17. Assist at the circulation desk.
18. Shelve materials.
19. Organize and clean library as necessary.
20. Operate office equipment and library technology.

KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY DIRECTOR

1. Knowledge of library principles, practices, methods and techniques and equipment; good knowledge of the principles and practices of supervision and management, and business administration.

2. Ability to effectively plan, organize and direct library operations, functions and activities; ability to review library processes and make recommendations for improvements affecting economy and efficiency.
3. Ability to assign, train, supervise and evaluate assigned staff and make decisions pertaining to personnel actions such as employment, promotion, demotion, discipline, termination, salary adjustments and related matters.
4. Ability to express oneself clearly and concisely, both verbally and in writing.
5. Ability to establish and maintain effective working relationships with others including library personnel, Library Board, regional library, local and state officials, and citizens.
6. Proficiency with Microsoft Office, Internet, email, computer troubleshooting, copier, printer, fax and other office equipment. Familiarity with computer privacy/security concepts.

TRAINING AND EXPERIENCE OF THE LIBRARY DIRECTOR

Management experience required. Proficiency with Microsoft Office software, internet, email, computer troubleshooting, and office equipment required. Familiarity with computer privacy/security concepts. High school diploma or GED required. Bachelor's Degree preferred. Master's Degree in Library Science preferred. Progressively responsible library and/or business experience preferred.

II. Library Branch Manager

This position reports to the Library Director, and is responsible for the overall operation of the public library branch and performs related work as required.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BRANCH MANAGER

1. Plan and direct library operations for the public library branch.
2. Implement library policies as set forth by the Library Board of Trustees.
3. Supervise, develop, assist in evaluation of assigned staff (e.g. Library Assistant), and advise in personnel actions such as employment, promotion, demotion, discipline, termination, salary adjustments and related matters.
4. Schedule work hours to ensure adequate coverage.
5. Work with Library Director to prepare and monitor the annual budget for the library branch.
6. Review and submit library expenditures to the Director for approval.
7. Oversee and maintain library collections through acquisitions and weeding.
8. Maintain library technology: computers, software, printers, routers, Wi-Fi, office equipment, etc.
9. Compile data and prepare reports for the Library Board, regional library, and local and state officials.
10. Attend applicable regional in-service trainings and meetings.
11. Attend workshops, conferences, and continuing education webinars.
12. Maintain current knowledge of library trends and issues.
13. Establish and maintain relationships with community leaders, community groups, other library leaders, and the general public.
14. Assist Director in preparing and submitting grant applications and overseeing grant projects.
15. Assist library patrons in the use of print and non-print library resources, including computers, copier/printer/fax and other electronics.

16. Assist at the circulation desk.
17. Shelve materials.
18. Organize and clean library as necessary.
19. Operate office equipment and library technology.

KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY BRANCH MANAGER

1. Knowledge of library principles, practices, methods and techniques and equipment; good knowledge of the principles and practices of supervision and management, and business administration.
2. Ability to effectively plan, organize and direct library operations, functions and activities; ability to review library processes and make recommendations for improvements affecting economy and efficiency.
3. Ability to assign, train, supervise and evaluate assigned staff and make recommendations pertaining to personnel actions such as employment, promotion, demotion, discipline, termination, salary adjustments and related matters.
4. Ability to express oneself clearly and concisely, both verbally and in writing.
5. Ability to establish and maintain effective working relationships with others including library personnel, Library Board, regional library, local and state officials, and citizens.
6. Proficiency with Microsoft Office, Internet, email, computer troubleshooting, copier, printer, fax and other office equipment. Familiarity with computer privacy/security concepts.

TRAINING AND EXPERIENCE OF THE LIBRARY BRANCH MANAGER

Management/supervisory experience required. Proficiency with Microsoft Office software, internet, email, computer troubleshooting, and office equipment required. Familiarity with computer privacy/security concepts. High school diploma or GED required. Associate's Degree preferred. Progressively responsible library and/or business experience preferred.