



**NEWTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
BY-LAWS**

Adopted November 7, 1996
Revised May 1, 2003
Revised August 8, 2013
Revised February 1, 2018

ARTICLE I DUTIES AND RESPONSIBILITIES

The Newton County Library System Board of Trustees is the legal governing body of the Newton County Library System. It shall be the duty and responsibility of Members of the Board of Trustees:

- (a) to employ a Director for the Newton County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Newton County Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Newton County Library System Director;
- (b) to approve budgets prepared by the Newton 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 Newton County Library System Director in advance of all meetings of the Newton County Library System 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 in the Newton County Library System Headquarters. He/She shall notify the proper appointing authorities of vacancies, which may occur on the Newton County Library Board. He/She shall report changes of membership to Georgia Public Library Service of the University System of Georgia. The Secretary shall send copies of the annual report of activities, income, and expenditures to each funding agency.

Section 4. The Treasurer shall deposit all moneys 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. The Chairman, the Treasurer, the Secretary, and the Director are authorized to sign checks. Any two of the four may sign. An account of all receipts and expenditures must be kept and a report made at each quarterly meeting. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the Newton County Library System 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 employ and terminate other staff members, as necessary in compliance with applicable laws and the availability of funds, such transactions to be reported at the next regular meeting of the County Board of Trustees.
- (b) to attend all meetings called by Georgia Public Library Service of the University System of Georgia or send a substitute;
- (c) to prepare any local, state, or federal annual budgets;
- (d) to notify the Board of Trustees and the Georgia Public Library Service of the University System of Georgia 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 or 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 Newton County Library System;
- (f) to attend all meetings of the Boards of Trustees of the Newton County Library System, or any affiliated Boards, or to designate a person to attend in his/her place.

ARTICLE IV MEETINGS

Section 1. The Newton County Library Board shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the first Thursday in the months of February, May, August, and November at 4:00pm 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 Newton County Library System shall notify each member of the date, time, and place of the Newton County Library System Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the full Newton County Library System Board.

Section 5. All meetings must be open to the public and the news media, except for executive (closed) sessions called in accordance with Code of Georgia Annotated.

Section 6. 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 Newton County Library System.

Section 7. Each member of the Newton County Library Board shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 8. Five (5) members of the Board of Trustees constitute 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 9. The order of business for meetings shall be: Call to order; Approval of minutes of previous meetings; Treasurer's report; System Director's report; Reports of committees; Unfinished business; New business; Adjournment.

ARTICLE V REPORTS

The Newton County Library System is responsible for all reports as deemed necessary by local, state or 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 Georgia Public Library Service of the University System of Georgia, 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.

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

ARTICLE VII PENALTIES

Employees or agents of the Newton County Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Newton County Library System; 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 given 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 Georgia Public Library Service of the University System of Georgia immediately upon adoption.