

1 **Perry County Public Library Board of Trustees Bylaws**
2 **Adopted November 20, 2012**
3

4 **Article I**
5 **Identification**

6 This organization is the Board of Trustees of the Perry County Public Library, located in
7 Perry County Tennessee, established by the County of Perry, according to the provisions of
8 Title 10 of the Tennessee Code Annotated, and exercising the powers and assuming the
9 duties granted to it under said statute.
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11 **Article II**
12 **Membership**

13 **Section 1. Appointments and Terms of Office.** Appointments and terms of office are as
14 provided by the relevant sections of Tennessee Code Annotated 10-3-103.

15 **Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except
16 as they are prevented by a valid reason. Three unexcused absences within one fiscal year
17 shall result in a recommendation to the County Commission to replace the board
18 appointment.
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20 **Article III**
21 **Officers**

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

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

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

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

36 **Section 5.** The secretary shall keep true and accurate minutes of all meetings of the Board,
37 shall issue notice of all regular and special meetings, and shall perform such other duties as
38 are generally associated with the office of secretary. The library director or a member of the
39 staff may be designated by the Board to perform any or all of the above duties.
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41 **Article IV**
42 **Meetings**

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

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

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

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

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

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

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

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

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

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

78 **Section 3.** No committee shall have other than advisory powers.
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80 **Article VI**
81 **Duties of the Board of Trustees**

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

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

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

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

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

94 **Section 6.** The Board shall cooperate with other public officials and boards and maintain
95 vital public relations.
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97 **Article VII**
98 **Library Director**

99 The library director shall be appointed by the Board of Trustees and shall be responsible to
100 the Board. The library director shall be considered the executive officer of the library under
101 the direction and review of the Board, and subject to the policies established by the Board.
102 The director shall act as technical advisor to the Board. The director shall be invited to
103 attend all Board meetings (but may be excused from closed sessions) and shall have no
104 vote.
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106 **Article VIII**
107 **Conflict of Interest**

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

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

114 **Section 3.** A board member may not receive anything of value that could reasonably be
115 expected to influence his or her vote or other official action.
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117 **Article IX**
118 **General**


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

122 **Section 2.** These bylaws may be amended at any regular meeting of the Board by majority
123 vote of all members of the Board, provided written notice of the proposed amendment shall
124 have been sent to all members at least one week prior to the meeting at which such action
125 is proposed to be taken.
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127 Adopted by the Board of Trustees of the Perry County Public Library on the 20th day of
128 November, 2012.


Marilyn Blender, Chair, Board of Trustees

1-21-16
Date


Gail Spragins, Library Director

1-21-16
Date

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130 **Appendix 1: LIBRARY BOARD JOB DESCRIPTIONS**

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I. Board Chair

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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.

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DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD CHAIR

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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.

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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.

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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

223 responsibilities will be assumed by the staff. The secretary should work closely with the
224 director in these areas.
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226 **Appendix 2: LIBRARY STAFF JOB DESCRIPTIONS**

227 **I. Library Director**

228 This position reports to the Library Board of Trustees, and is responsible for the overall
229 operation of the public library system and performs related work as required.
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232 **DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR**

- 233 1. Plan and direct library operations for the public library system.
- 234 2. Implement library policies as set forth by the Library Board of Trustees.
- 235 3. Hire, supervise, develop, evaluate assigned staff (e.g. Library Assistant and Library
236 Branch Manager), and execute personnel actions such as employment, promotion,
237 demotion, discipline, termination, salary adjustments and related matters.
- 238 4. Schedule work hours to ensure adequate coverage.
- 239 5. Prepare and monitor the annual budget for all library operations.
- 240 6. Review and approve library expenditures.
- 241 7. Oversee and maintain library collections through acquisitions and weeding.
- 242 8. Compile data and prepare reports for the Library Board, regional library, and local and
243 state officials.
- 244 9. Attend all Library Board meetings and act as liaison between Library Board, library
245 staff, Perry County government, and the Friends of the Library.
- 246 10. Attend regional in-service trainings and meetings.
- 247 11. Attend workshops, conferences, and continuing education webinars.
- 248 12. Maintain current knowledge of library trends and issues.
- 249 13. Establish and maintain relationships with community leaders, community groups, other
250 library leaders, and the general public.
- 251 14. Prepare and submit grant applications and oversee grant projects.
- 252 15. Assist library patrons in the use of print and non-print library resources.
- 253 16. Assist at the circulation desk.
- 254 17. Shelve materials.
- 255 18. Organize and clean library as necessary.
- 256 19. Operate office equipment and library technology.
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258 **KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY DIRECTOR**

- 259 1. Knowledge of library principles, practices, methods and techniques and equipment;
260 good knowledge of the principles and practices of supervision and management, and
261 business administration.
- 262 2. Ability to effectively plan, organize and direct library operations, functions and activities;
263 ability to review library processes and make recommendations for improvements
264 affecting economy and efficiency.
- 265 3. Ability to assign, train, supervise and evaluate assigned staff and make decisions
266 pertaining to personnel actions such as employment, promotion, demotion, discipline,
267 termination, salary adjustments and related matters.
- 268 4. Ability to express oneself clearly and concisely, both verbally and in writing.

- 269 5. Ability to establish and maintain effective working relationships with others including
270 library personnel, Library Board, regional library, local and state officials, and citizens.
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272 **TRAINING AND EXPERIENCE OF THE LIBRARY DIRECTOR**

273 High school diploma or GED required. Bachelor's Degree preferred. Master's Degree in
274 Library Science preferred. Progressively responsible library and/or business experience
275 preferred.

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II. Library Branch Manager

278 This position reports to the Library Director, and is responsible for the overall operation of
279 the public library branch and performs related work as required.
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281 **DUTIES AND RESPONSIBILITIES OF THE LIBRARY BRANCH MANAGER**

- 282 1. Plan and direct library operations for the public library branch.
283 2. Implement library policies as set forth by the Library Board of Trustees.
284 3. Supervise, develop, assist in evaluation of assigned staff (e.g. Library Assistant), and
285 advise in personnel actions such as employment, promotion, demotion, discipline,
286 termination, salary adjustments and related matters.
287 4. Schedule work hours to ensure adequate coverage.
288 5. Work with Library Director to prepare and monitor the annual budget for the library
289 branch.
290 6. Review and submit library expenditures to the Director for approval.
291 7. Oversee and maintain library collections through acquisitions and weeding.
292 8. Compile data and prepare reports for the Library Board, regional library, and local and
293 state officials.
294 9. Attend applicable regional in-service trainings and meetings.
295 10. Attend workshops, conferences, and continuing education webinars.
296 11. Maintain current knowledge of library trends and issues.
297 12. Establish and maintain relationships with community leaders, community groups, other
298 library leaders, and the general public.
299 13. Assist Director in preparing and submitting grant applications and overseeing grant
300 projects.
301 14. Assist library patrons in the use of print and non-print library resources.
302 15. Assist at the circulation desk.
303 16. Shelve materials.
304 17. Organize and clean library as necessary.
305 18. Operate office equipment and library technology.
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307 **KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY BRANCH MANAGER**

- 308 1. Knowledge of library principles, practices, methods and techniques and equipment;
309 good knowledge of the principles and practices of supervision and management, and
310 business administration.
311 2. Ability to effectively plan, organize and direct library operations, functions and activities;
312 ability to review library processes and make recommendations for improvements
313 affecting economy and efficiency.

- 314 3. Ability to assign, train, supervise and evaluate assigned staff and make
315 recommendations pertaining to personnel actions such as employment, promotion,
316 demotion, discipline, termination, salary adjustments and related matters.
317 4. Ability to express oneself clearly and concisely, both verbally and in writing.
318 5. Ability to establish and maintain effective working relationships with others including
319 library personnel, Library Board, regional library, local and state officials, and citizens.
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321 **TRAINING AND EXPERIENCE OF THE LIBRARY BRANCH MANAGER**

322 High school diploma or GED required. Associate's Degree preferred. Progressively
323 responsible library and/or business experience preferred.