

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,
7 located in Perry County Tennessee, established by the County of Perry, according
8 to the provisions of Title 10 of the Tennessee Code Annotated, and exercising the
9 powers and assuming the duties granted to it under said statute.

10
11 **Article II**
12 **Membership**

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

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

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

27
28 **Article III**
29 **Officers**

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

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

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

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

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

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

50

51

Article IV Meetings

52

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

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

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

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

65 **Section 5. Special Meetings.** Special meetings may be called at the direction of
66 the chair, for the transaction of business as stated in the call for the meeting.

67 Except in cases of emergency, at least 48 hours' notice shall be given. In no case
68 may less than two hours' notice be given.

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

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

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

79

80

Article V Committees

81

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

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

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

92

93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139

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

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

142
143
144
145

146 Adopted by the Board of Trustees of the Perry County Public Library on the 20th
147 day of November, 2012. Last amended on the 16th day of January, 2020.

Blake Dill chair
Blake Dill, Chair, Board of Trustees

1/16/2020
Date

Gail Spragins
Gail Spragins, Library Director

1/16/2020
Date

148

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

150
151 **I. Board Chair**

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

159 Ability to create an atmosphere in which people work productively.

160 Ability to organize and coordinate work, delegate assignments, and monitor the
161 progress of the group.

162 Ability to interpret important factors relating to any problem at hand.

163 Ability to communicate with others in a clear, concise way both in writing and
164 verbally.

165 Ability and willingness to devote time and energy to achieving the mission and
166 goals of the library.

167
168 **DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD CHAIR**

169 1. Calls and presides over all board meetings, plans meetings, prepares agenda
170 with director, establishes ground rules for meetings so that everyone has the
171 chance to be heard.

172 2. Appoints permanent and temporary committees for specific assignments.

173 3. Monitors the progress of committee meetings and provides additional assistance
174 as needed.

175 4. Is chief spokesman and the public symbol of the library. Gives interviews to all
176 media, speaks at public meetings, governmental hearings, etc. Often gets the
177 praise and blame for activities of the library board.

178 5. Serves on local, regional, or national task force and committees.

179 6. Works closely with the director and staff between meetings and on special
180 issues. (However, the chair is only a member of the board and cannot make policy,
181 budget, or other decisions unilaterally, unless prior delegation of such authority and
182 instruction has been voted by the board).

183 7. Works with the library director and with elected officials on major issues such as:
184 library finance
185 building projects
186 other major or critical issues

187 8. Receives and analyzes all mail addressed to the board and works closely with
188 the secretary to assure follow-up.

189
190 **II. Board Vice-Chair**

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

192 Ability to create an atmosphere in which people work productively.

193 Ability to organize and coordinate work, delegate assignments, and monitor the
194 progress of the group.

195 Ability to interpret important factors relating to any problem at hand.
196 Ability to communicate with others in a clear, concise way both in writing and
197 verbally.
198 Ability and willingness to devote time and energy to achieving the mission and
199 goals of the library.
200

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD VICE-CHAIR

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

211

III. Board Secretary

212
213 The secretary is in charge of the minutes and formal records of the board.
214

215

QUALIFICATIONS OF THE SECRETARY

- 216 Knowledge of organization.
217 Quick, perceptive mind and clear speaking and reading voice.
218 Accuracy and speed in taking notes and good organizational skills.
219 Ability to draft understandable but concise diplomatic letters and reports.
220

221

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD SECRETARY

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

240 12. May be assigned to write or edit newsletters, condense committee reports for
241 publication, or edit committee reports. May be responsible for placing notices,
242 articles, or other material in organizational publications.
243

244 **NOTE:** Since the duties of a competent secretary are numerous, the library staff
245 may handle the paperwork. It should be mutually agreed upon in advance and in
246 writing which responsibilities will be assumed by the staff. The secretary should
247 work closely with the director in these areas.
248

249 **Appendix 2: LIBRARY STAFF JOB DESCRIPTIONS**

250 **I. Library Director**

251
252 This position reports to the Library Board of Trustees, and is responsible for the
253 overall operation of the public library system and performs related work as
254 required.
255

256 **DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR**

- 257 1. Plan and direct library operations for the public library system.
- 258 2. Implement library policies as set forth by the Library Board of Trustees.
- 259 3. Hire, supervise, develop, evaluate assigned staff (e.g. Library Assistant and
260 Library Branch Manager), and execute personnel actions such as
261 employment, promotion, demotion, discipline, termination, salary adjustments
262 and related matters.
- 263 4. Schedule work hours to ensure adequate coverage.
- 264 5. Prepare and monitor the annual budget for all library operations.
- 265 6. Review and approve library expenditures.
- 266 7. Oversee and maintain library collections through acquisitions and weeding.
- 267 8. Compile data and prepare reports for the Library Board, regional library, and
268 local and state officials.
- 269 9. Attend all Library Board meetings and act as liaison between Library Board,
270 library staff, Perry County government, and the Friends of the Library.
- 271 10. Attend regional in-service trainings and meetings.
- 272 11. Attend workshops, conferences, and continuing education webinars.
- 273 12. Maintain current knowledge of library trends and issues.
- 274 13. Establish and maintain relationships with community leaders, community
275 groups, other library leaders, and the general public.
- 276 14. Prepare and submit grant applications and oversee grant projects.
- 277 15. Assist library patrons in the use of print and non-print library resources.
- 278 16. Assist at the circulation desk.
- 279 17. Shelve materials.
- 280 18. Organize and clean library as necessary.
- 281 19. Operate office equipment and library technology.

282 **KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY DIRECTOR**

- 284 1. Knowledge of library principles, practices, methods and techniques and
285 equipment; good knowledge of the principles and practices of supervision and
286 management, and business administration.
287 2. Ability to effectively plan, organize and direct library operations, functions and
288 activities; ability to review library processes and make recommendations for
289 improvements affecting economy and efficiency.
290 3. Ability to assign, train, supervise and evaluate assigned staff and make
291 decisions pertaining to personnel actions such as employment, promotion,
292 demotion, discipline, termination, salary adjustments and related matters.
293 4. Ability to express oneself clearly and concisely, both verbally and in writing.
294 5. Ability to establish and maintain effective working relationships with others
295 including library personnel, Library Board, regional library, local and state
296 officials, and citizens.
297

298 **TRAINING AND EXPERIENCE OF THE LIBRARY DIRECTOR**

299 High school diploma or GED required. Bachelor's Degree preferred. Master's
300 Degree in Library Science preferred. Progressively responsible library and/or
301 business experience preferred.
302

303 **II. Library Branch Manager**

304 This position reports to the Library Director, and is responsible for the overall
305 operation of the public library branch and performs related work as required.
306

307 **DUTIES AND RESPONSIBILITIES OF THE LIBRARY BRANCH MANAGER**

- 308 1. Plan and direct library operations for the public library branch.
309 2. Implement library policies as set forth by the Library Board of Trustees.
310 3. Supervise, develop, assist in evaluation of assigned staff (e.g. Library
311 Assistant), and advise in personnel actions such as employment, promotion,
312 demotion, discipline, termination, salary adjustments and related matters.
313 4. Schedule work hours to ensure adequate coverage.
314 5. Work with Library Director to prepare and monitor the annual budget for the
315 library branch.
316 6. Review and submit library expenditures to the Director for approval.
317 7. Oversee and maintain library collections through acquisitions and weeding.
318 8. Compile data and prepare reports for the Library Board, regional library, and
319 local and state officials.
320 9. Attend applicable regional in-service trainings and meetings.
321 10. Attend workshops, conferences, and continuing education webinars.
322 11. Maintain current knowledge of library trends and issues.
323 12. Establish and maintain relationships with community leaders, community
324 groups, other library leaders, and the general public.
325 13. Assist Director in preparing and submitting grant applications and overseeing
326 grant projects.
327 14. Assist library patrons in the use of print and non-print library resources.
328 15. Assist at the circulation desk.
329 16. Shelve materials.

- 330 17. Organize and clean library as necessary.
331 18. Operate office equipment and library technology.

332

333 **KNOWLEDGE, SKILLS, AND ABILITIES OF THE LIBRARY BRANCH**
334 **MANAGER**

- 335 1. Knowledge of library principles, practices, methods and techniques and
336 equipment; good knowledge of the principles and practices of supervision and
337 management, and business administration.
338 2. Ability to effectively plan, organize and direct library operations, functions and
339 activities; ability to review library processes and make recommendations for
340 improvements affecting economy and efficiency.
341 3. Ability to assign, train, supervise and evaluate assigned staff and make
342 recommendations pertaining to personnel actions such as employment,
343 promotion, demotion, discipline, termination, salary adjustments and related
344 matters.
345 4. Ability to express oneself clearly and concisely, both verbally and in writing.
346 5. Ability to establish and maintain effective working relationships with others
347 including library personnel, Library Board, regional library, local and state
348 officials, and citizens.

349

350 **TRAINING AND EXPERIENCE OF THE LIBRARY BRANCH MANAGER**

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