

MILLER COUNTY PUBLIC LIBRARY

Colquitt, Georgia

CONSTITUTION AND BYLAWS

ARTICLE I

Name

The name of the library shall be the James W. Merritt, Jr. Memorial Library branch of the Southwest Georgia Regional Library.

ARTICLE II

The headquarters of the Regional Library shall be the Gilbert H. Gragg Library located in Bainbridge, Decatur County, Georgia.

ARTICLE III

Purpose

The purpose of the Library Board is to promote a library program in Miller County in accordance with regional goals—specifically to:

1. assist in securing funds from the local funding agencies; Colquitt City Council, Miller County Board of Education, and Miller County Commissioners for their share of regional expenses and operating expenses for Miller County Library.
2. to ensure full and adequate library services to all citizens of the county.
3. give full support to the policy of the Regional Library Board in backing the library staff in cases of censorship.
4. to provide citizens reciprocal lending and borrowing rights and privileges in all libraries of the Southwest Georgia Regional Library System.

ARTICLE IV

County Library Board

The Miller County Library Board of Trustees shall be composed of nine members appointed by the governmental agencies financially supporting the library on a regular basis. The County Commissioners appoint 3 members; City Council appoints 3 members; Board of Education appoints 3 members, as specified in the Bylaws and the state law. From these nine members, three (3) are selected to serve on the Southwest Georgia Regional Board.

The term of office shall be three years, with starting and ending dates corresponding to the state fiscal year. No members may serve on this board for more than three successive three-year terms of office (9 years).

The board shall meet at four scheduled meetings per year with the Regional Director or her/his representative present. Officers of the Board shall be Chairman, Vice Chairman, and Secretary, to be elected at the March meeting to serve three (3) years.

ARTICLE V

Duties and responsibilities of Board Members

Section 1. The County Library Board of Trustees is the group from which the members of the Southwest Georgia Regional Library Board of Trustees, the governing body of the Southwest Georgia Regional Library System, are drawn.

Section 2. The Miller County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 3. The County Library Board of Trustees shall discharge those duties delegated to it by the Southwest Georgia Regional Library Board of Trustees. All formal actions of the County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 4. The County Board of Trustees shall approve County Library budgets prepared by the Regional Library System Director, and shall present the library's fiscal needs to its supporting agencies.

Section 5. The Regional Library System Director shall be notified in advance of all meetings of the Board or committees.

ARTICLE VI

Duties of Officers

Section 1. The Chairman shall preside at all regular or called board meetings. He 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 county library. He shall notify the proper appointing authorities of vacancies that may occur on the County Library Board. The Secretary shall send copies of the minutes

of all meetings to the Director of the Southwest Georgia Regional Library System. He shall report changes of membership to the Director.

Section 4. If the Regional Board delegates to the local board the ability to receive gifts, the local board must appoint a treasurer, who shall receive and disburse funds in keeping with system board authorization and the budget balance. Checks must bear the signatures of both the Treasurer and the County Library Branch Manager. A record of all receipts, deposits, and expenditures shall be forwarded to the Regional Board for its review, approval, and recording at the next meeting. Funds shall be audited annually in accordance with state aid criteria and other state regulations.

Section 5. If the Treasurer is not covered by the bond held by the Southwest Georgia Regional Library Board, he shall be bonded for an amount commensurate with the amount of funds handled, determined by the county library board and entered in the minutes. A copy of the bond shall be filed with the regional headquarters office and with the Office of Public Library Services of the State Board of Regents.

ARTICLE VII

Meetings

Section 1. Meetings of the Miller County Library Board of Trustees shall be held according to the provisions stated in the Bylaws of the Southwest Georgia Regional Library System.

Section 2. The County Library Board shall hold no less than four regular board meetings during each fiscal year. Meetings shall be held on the third Wednesday at 1:00 p.m. before the regional board meetings in the months of January, April, July, and October at the library, or at some other location as designated by the Chairman.

Section 3. Prior to each regular or called meeting, the Chairman of the county library board shall notify each member and the regional library director of the date, time, and place of the meeting.

Section 4. 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 VI of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

ARTICLE VIII

Reports

The county library system shall submit all reports requested by the regional library system to provide the information necessary to complete reports required by state,

federal, or local laws or regulations, or to manage the regional library system in an efficient and business-like manner.

ARTICLE IX

Attendance

Section 1 A board member shall be removed for cause or failure to attend three consecutive regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected board member and to the appointing authority responsible for his appointment. The local library board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE X

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 made 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 the regional headquarters office and with the Office of Public Library Services of the State Board of Regents.

Adopted November 8, 1989

Revised March 17, 1999

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