

II. LIBRARY GOVERNANCE

BOARD OF TRUSTEES

The Roddenbery Memorial Library is a tax-supported institution operating under the provisions of Georgia library law. The provisions of Georgia library law are found in Title 20, Chapter 5, of the Official Code of Georgia, originally enacted by House Bill 840 in March 1984, and most recently amended by the A Plus Education Reform Act of 2000, effective July 1, 2000.

The governing body of the library is the legally appointed Library Board of Trustees composed of seven members. These trustees, serving without pay, are appointed by the three taxing agencies: the City of Cairo, the Grady County Board of Education, and the Grady County Board of Commissioners.

The library operates according to the Constitution (copy follows).

The Board of Trustees will conduct business according to the Bylaws (copy follows).

CONSTITUTION

RODDENBERY MEMORIAL LIBRARY

ARTICLE I – NAME

The name of the public library in Cairo, Georgia, shall be "Roddenbery Memorial Library," and may sometimes herein be called "Library."

ARTICLE II – HEADQUARTERS

The property of Roddenbery Memorial Library shall consist of the lot located on east side of North Broad Street at corner of Third Avenue, N.E., and an additional lot and brick building (purchased in 1985) directly east of the library, together with all valuable improvements thereon and all contents therein, including, but not necessarily limited to, all books, periodicals, equipment, furnishings, audio-visual materials, and artifacts.

ARTICLE III – PURPOSE

- Section 1. The Roddenbery Memorial Library, acting under regulations governing public libraries as set forth by the State of Georgia, shall furnish library service to the people of Grady County.
- Section 2. The Roddenbery Memorial Library's *raison de etre* as the cultural catalyst is to assist all individuals and groups in Grady County in their educational, cultural, economic, and social advancement.
- The Library is committed to providing adults and children with assistance to enhance the needs of the inquiring mind and through an adequate reference collection.
 - The Library is committed to continued education for adults and to the concept of an information network.
 - The Library is committed to creative development of innovative experimental programs for all age groups.
 - The Library's major goals continue to include an active role in school development, acting in an advisory capacity.
- Section 3. The Library exercises its obligation to purchase materials that fulfill the Library's purpose. Services from the library, augmented by community deposits, aim to reach the entire citizenry. An active public relations program centers on use of all media.

ARTICLE IV – CONSTITUENCY

The Roddenbery Memorial Library serves Grady County residents through its library facility located at 320 North Broad Street in Cairo.

ARTICLE V - LEGAL AUTHORITY

The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5, Article 2, of the Official Code of Georgia Annotated, most recently amended by the A Plus Education Reform Act of 2000, effective July 1, 2000.

ARTICLE VI - GOVERNING BODY

Section 1. Library Board:

- (a) The Board of Trustees of the Roddenbery Memorial Library consists of seven Trustees. Two are appointed by the City of Cairo, by and through the Mayor and Council, two by Grady County, by and through the Board of County Commissioners, two by Grady County Board of Education, and one by the Library Board. This board shall be the "Library Board" and herein sometimes called "Board." The operation of the Roddenbery Memorial Library is legally vested in this Board under the provisions of the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.
- (b) Advisory Board - The Library Trustees shall have the right to appoint an Advisory Board, whose members must reside within the limits of Grady County, Georgia, to serve in an advisory capacity. Their appointments will be at the discretion of the Trustees.
- (c) Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or if stipulated in terms of any bequest or gift.
- (d) Additional representatives shall be added from any governmental agencies which may, in the future, choose to financially support the Library on a regular basis.
- (e) Board members shall be removed for absence from three consecutive regularly scheduled meetings, without prior notification of acceptable reason, as determined by the other attending Board members and the Director.

Section 2. Terms of Office - The seven member Board of Trustees shall serve staggered terms for continuity of service. Appointment will be by respective represented funding agency, and the member will serve until his or her successor is appointed and has accepted such appointment. Each Trustee appointed in a regular term will serve for three years, with the exception of the Library Board appointed trustee,

who will serve a two-year term. No member shall serve more than two successive three-year terms. Members may return to the Board after an interval of at least one year.

- Section 3. Vacancies shall occur in said Trusteeship by change of residence from county, resignation, or death, or removal for failure or refusal to act or for conduct unbecoming a Trustee. Such removal shall only occur after notice and hearing to such Trustee and by a majority vote of the Board members. Vacancies shall be filled for the unexpired term and the Trustee elected to fill such vacancy shall be selected or named by the body selecting the retiring Trustee. Thereafter, each successor will serve a three-year term. The Board may make recommendations to the three political subdivisions regarding their choice of appointees with recommendations of individuals who are knowledgeable and interested in library services.

ARTICLE VII - OFFICERS

- Section 1. Officers of the Board shall be chosen from the Board membership at the designated annual meeting, which is the first Board meeting of the calendar year. Board officers are the Chair, the Vice-Chair, and the Secretary-Treasurer. These officers shall perform the duties prescribed by the Bylaws, and as needed by the parliamentary authority adopted by the Board.
- Section 2. Nomination shall be made by discussion among all Board members and the Director, either at election time or at the meeting immediately prior to the election.
- Section 3. The officers shall be elected at the annual meeting to serve for designated terms until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected. An officer is elected for a one-year term.
- Section 4. The Treasurer and any other Board and staff members authorized to handle library funds, as evidenced by bank signature cards, shall be bonded for an amount commensurate with the size of fund disbursement allowed by their signature. This allowance is determined by the Board and entered in the minutes. A copy or evidence of such bond shall be presented to the state auditors at their request.
- Section 5. The Treasurer, who shall be bonded, shall have signature authority to disburse funds at any level needed. The Treasurer may delegate these duties to the Director, who will also be bonded. Funds will be disbursed as provided by an approved budget, adopted by the Board at a regular meeting.

ARTICLE VIII – COMMITTEES

Special committees from the Board shall be appointed by the Chair for the study and investigation of special problems. Such committees shall serve until the completion of the work for which they were appointed, but only as long as each committee member is a member of the Board.

ARTICLE IX - INTERLIBRARY COOPERATION

The Roddenbery Memorial Library may enter into cooperative effort with other libraries, either by sharing personnel, materials, and/or services. Such cooperative endeavors must be within the limits of funds available to the Board of Trustees, conducive to mutual growth and development of library services, and not in violation of state or federal laws, regulations, or other agreements, contracts, or Library Board policies.

ARTICLE X – CONTRACTS

The Roddenbery Memorial Library is authorized to make and enter into such contracts or agreements, for all or any part of the county library system as are deemed necessary and desirable under the provisions of Title 20, Chapter 5, Article 2, of the Official Code of Georgia Annotated (20-5-49).

ARTICLE XI - AMENDMENTS

- Section 1. This Constitution may be amended at any regular or special meetings of the Board provided the members of the Board have been notified in writing of the proposed changes ten business days prior to the meeting wherein the voting occurs.
- Section 2. An amendment becomes effective upon a simple majority vote of the Board members present if a quorum has been determined.
- Section 3. All amendments to the Constitution will be filed with the state Office of Public Library Services of the Board of Regents of the University System of Georgia Education immediately upon adoption.

Adopted August 16, 1989

Last Revision Adopted November 19, 2001 Last Revision Amended December 19, 2019

Last Revision Adopted July 21, 2020

BYLAWS

RODDENBERY MEMORIAL LIBRARY

ARTICLE I - DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

- Section 1. The Board of Trustees is the legal governing body of the Roddenbery Memorial Library. It shall be the duty and responsibility of members of the Board of Trustees to:
- (a) Employ a Director for the Roddenbery Memorial Library who meets state certification requirements and such other employees as necessary upon the recommendation of the Roddenbery Memorial Library Director. The Board is authorized by state law to delegate employment of staff members to the Library Director.
 - (b) Approve budgets prepared by the Roddenbery Memorial Library Director and to assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
 - (c) Attend board meetings.
 - (d) Establish policies governing library programs.
 - (e) Set policy for the receipt and administration of gifts of money and property.
 - (f) Assist the Director in presenting financial and progress reports to governing officials and to the public.
 - (g) Notify the Roddenbery Memorial Library Director in advance of all meetings of the Board or committees.

ARTICLE II - DUTIES OF THE OFFICERS

- Section 1. The duties of the Chair are as follows:
- Preside at all regular and called Board meetings.
 - Appoint all committees and be an ex-officio member of all committees.
 - Notify the proper appointing authorities of vacancies which may occur on the Library Board.
 - Notify in writing, on behalf of the Board, any supporting agency whose appropriations are not paid promptly and in full.
 - Sign approved contracts, agreements, and reports made by the Library, on behalf of the Board.

Section 2. The Vice Chair shall preside in the absence of the Chair. All other duties of the Vice Chair shall be assigned by the Chair.

Section 3. The duties of the Secretary Treasurer are as follows:

- (a) As Secretary, either take and present for distribution the minutes of the Board meetings, or delegate that task to the Director, who can be assisted by the Library's Administrative Assistant. In either case the Secretary shall be the primary Board member responsible for proofreading the minutes as distributed to Board members pending approval at the next meeting.
- (b) As Treasurer, maintain familiarity with the library's ongoing finances, including the stewardship of current funds and the placement or investment of savings accounts. The Treasurer, with the consent of the Board, empowers the Bookkeeper to handle funds under the guidance and discretion of the Director.

Section 4. The Board shall exercise all rights and powers conferred upon like Boards by Article 2, Chapter 5, Title 20, of the Official Code of Georgia Annotated, amended March 26, 1984. The Board will have the authority to study current needs of the Library, translating these needs into monetary obligation (an annual budget) that will be presented at the proper time to the three taxing agencies who by law have the power to fund library services. Said Trustees shall be authorized to receive donations and gifts to the Library and to enter into proper agreements with the donors of such gifts or donations, setting forth the terms on which said donations or gifts are accepted.

ARTICLE III - DUTIES OF THE DIRECTOR

Section 1. The Director of the Roddenbery Memorial Library 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 Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the Library's services to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

Section 3. It is the duty and responsibility of the Director to:

- Administer the total library program, including all affiliated libraries, in accordance with the policies adopted by the Board of Trustees of the Roddenbery Memorial Library.
- Attend all Library Board meetings.

- Attend all meetings called by the Georgia Public Library Services or send a substitute authorized by the GPLS Director.
- Prepare any local, state, or federal budgets.
- Notify the Board of Trustees and Georgia Public Library Services of any failure to comply with:
 - policies of the Board
 - criteria for state aid
 - state and federal rules and regulations
 - all applicable local, state, and federal laws

ARTICLE IV - EMPLOYMENT AND DISMISSAL OF STAFF

- Section 1. The staff of the Roddenbery Memorial Library shall be, upon the recommendation of the Library Director, hired and dismissed by the Director in consultation with the Library Board of Trustees. While the Board is vested with responsibility for employment of the director and other employees as necessary, it has authority under state law to delegate the employment (i.e. hiring, dismissal, and discipline) of staff members to the Library Director.
- Section 2. A staff manual detailing policies, working conditions, and duties of the staff shall be available to each staff member.
- Section 3. When a staff member feels maligned or mistreated, the staff member shall have recourse to follow the grievance procedure outlined in the Personnel Section of this handbook (See Part IV, Section 2).

ARTICLE V - BOARD MEETINGS

- Section 1. Annual, Regular, and Special Meetings:
- (a) The annual meeting of the Board shall be held at the Library on the third Tuesday of the month, at the beginning of each calendar year. It may be held at such other place designated by the Board.
 - (b) The regular meetings of the Board shall be held on the third Tuesday of the months January, April, May, July, & October, at the Library or at a place designated by the Chair; except that the Board, by proper resolution, may provide for semi-monthly or quarterly meetings instead of monthly meetings.
 - (c) Special meetings may be called by the Chair or the Director, for the transaction of business stated in the call for meeting.
- Section 2. Notices of all meetings shall be emailed by the Director and the Administrative Assistant to all members and sent to the last email address on file at the Library. These notices shall be emailed at least three days before the meeting. All board

meetings shall be announced to the public twenty-four hours in advance and copies of the agenda made available to the public as far in advance as possible.

Section 3. All meetings must be open to the public and the news media. The Library Board may, however, enter into a closed session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the Board enters into a closed session, no formal action will be taken within that session. All decisions must be formally moved and adopted in an open Board meeting to be legally binding. The Board Chair, or whoever presides, must execute and file with the official minutes of the meeting an affidavit stating under oath that the subject matter of the closed portion was devoted to matters within the exceptions provided by law. The affidavit should identify the specific relevant exception and state that the subject matter only related to that exception.

Section 4. Quorum:

- (a) A quorum for the transaction of business shall consist of a majority of the Board. If a quorum is not present, the Chair shall declare the meeting adjourned to a day and hour when a quorum can be assured.
- (b) Necessary routine matters such as bills, payroll approval, and other necessary items may be approved by the Director and a Trustee if a quorum is not present. Under these circumstances any business transacted shall be presented for approval at the next full Board meeting.

Section 5. 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 Roddenbery Memorial Library.

Section 6. The order of business at the regular meetings shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Old or Unfinished Business
- New Business
- Financial Reports
- Report of the Director
- Other Business
- Adjournment

ARTICLE VI - REPORTS

The Roddenbery Memorial Library is responsible for all reports as deemed necessary by local, state, and federal funding agencies. An annual report of activities, income, and expenditures shall be filed with the state funding agency. All reports necessary to obtain funds or meet requirements of the law shall be filed with the State Office of Public Library Services (GPLS).

ARTICLE VII - 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 to the affected Board member and to the funding agency responsible for the appointment of that Board member. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VIII - PENALTIES

Employees or agents of the Roddenbery Memorial Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Roddenbery Memorial Library; 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 IX - 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 ten business days prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the state Office of Public Library Services immediately upon adoption.

Adopted August 16, 1989

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