

# Bylaws of the Sumner County Library Board of Trustees

## **ARTICLE I      NAME AND AUTHORITY**

### **A. NAME**

The name of this board is the Sumner County Library Board of Trustees, hereafter referred to as "the Board."

### **B. AUTHORITY**

The Library Board of Trustees is created by the Tennessee State Legislature in Tennessee Code Annotated Chapter 10-3-101– 10-3-111 and under the direction and oversight of the Sumner County Board of County Commissioners. The board has the authority to direct all the affairs of the library, including the authority to appoint a library director. The board may make and enforce rules and regulations and establish branches of service at its discretion.

## **ARTICLE II      OBJECTIVE**

The Board shall be responsible for development of policy under which each library will operate. The Board will keep the libraries in compliance with State Library laws and requirements and Sumner County Commissioner community standards. Providing quality library services to the citizens of Sumner County will always be a priority.

## **ARTICLE III      BOARD MEMBERS**

The Board shall be composed of eleven (11) members who are residents of Sumner County and appointed and approved by the Sumner County Board of County Commissioners.

The members of the library board shall organize by electing officers and adopting bylaws and regulations.

The members shall be appointed to represent the following areas in order that all parts of the county may be considered in the decision-making process. However, residency in a particular area is not required to obtain or retain a seat.

Two (2) from Gallatin

Two (2) from Portland  
Three (3) from Hendersonville  
One (1) from Westmoreland  
One (1) from Millersville  
Two (2) at large

**Terms:**

1. The term of office for a regularly appointed Board member shall be three (3) years, with eligibility limited to two (2) full, consecutive terms.
2. Any Board member who is appointed to complete the remainder of an unexpired term will be eligible for reappointment for two (2) full three-year terms.
3. Members who have served for two (2) full, consecutive terms shall not be re-elected for a period of three (3) years.
4. New board members will be selected by the Sumner County Commissioners. The board may submit recommendations but the Sumner County Commissioners are under no obligation to accept the recommendations.

**A. Duties of the Board**

- a.** The Board has the power and duty to determine the rules, policies, and regulations governing library operations and services as subject to the Tennessee Code Annotated State laws and local community standards set forth by the Sumner County Commissioners.
- b.** The Board shall be responsible for hiring the Library Director for each city in Sumner County that hosts a public library. These cities are; Hendersonville, Gallatin, Millersville, Portland, and Westmoreland.
- c.** Termination of Directors shall be the responsibility of the Board by majority vote of members present.
- d.** Board members shall attend regular, roundtable study, special called, and committee meetings as set forth in Article III Section C.
- e.** Complete Trustee Certification in the first year of service.
- f.** Prepare for each meeting by reading the minutes from the previous meeting and any other emailed reports sent prior to the meeting.
- g.** Be available to serve on one of the four established committees. Adhere to committee attendance requirements as set forth in Article III Section C.
- h.** Board members shall attend at least one Sumner County Public Library event each year.

- i. Board members will make every effort to build support in their communities for public libraries.

## **B. Compensation**

Library Board Members will serve without compensation or favor.

## **C. Attendance**

**a.** Regular meetings shall be referred to meetings that have voting rights, outside of special called meetings. Board members are expected to attend all regular meetings that will be held six (6) times a year, bi-monthly. Board members that miss 2 consecutive meetings or 3 meetings in a year, without prior notice of conflict, will be asked by the Board Chair to submit a letter of resignation to the board. Absences due to emergency circumstances that arise last minute shall not be counted against attendance. The Chair will notify the Board member within 3 days of the final absence, to submit the letter of resignation. The letter from the Board member must be submitted by email within 10 days of receiving the letter from the Chair. The letter from the Board member must be received no later than 14 days after missing the 2nd consecutive meeting or the 3rd meeting of the year. In the event the Board member does not submit the letter of resignation, via email, the Board Chair will submit an attendance report and a copy of the bylaws to the Sumner County Commissioners. The Sumner County Commissioners shall appoint a replacement for the Board member in violation of the attendance policy.

**b.** Committee meetings shall be referred to meetings set forth by the committees of the Board. The committees being referenced are; Policies/Bylaws, Budget, Personnel, and Facilities. Any member who has volunteered to be on a committee will be expected to attend all committee meetings set by the committee/s that they are a member of. Committee meetings are meetings that are set by the committee chair. If a member of the committee is absent 4 times in a year from committee meetings then that member will be removed from the committee unless an appeal is approved by the committee. The member will receive an email notice from the committee chair within 10 days of the 4th absence. The member has 10 days to submit a written appeal via email to the committee chair. If an appeal is received it will be voted on by the remaining committee members at the next committee meeting. The result of the vote will be the final decision as to whether the member will remain on the committee. If a member is removed from a certain committee the member cannot be a committee member for that committee for a full year.

**c.** Roundtable study meetings shall refer to meetings that will be held in the months between regular meetings. There will be no more than 4 roundtable study meetings in a year and will be held in the months of February, April, August, October, unless otherwise decided on by the Board. These meetings

will only be for discussion and research of items that are subject to library business. There will be no voting rights assigned to these meetings. If a member misses 3 roundtable study meetings it shall count against the member as 1 regular meeting missed attendance. Therefore if the member were to miss 2 regular meetings and 3 roundtable study meetings within a year, the Board member will be asked to resign as referenced in Article III Section C-a.

**d.** Special called meetings shall refer to meetings that are not deemed regular, committee, or roundtable study meetings. Special called meetings may replace roundtable study meetings if so deemed necessary by the Board Chair. Special called meetings will have the authority to vote on agenda items set forth by the Board Chair. All members are expected to attend special called meetings. If a Board member cannot attend a special called meeting then the Board member must notify the Board Chair a minimum of 24hrs before the special called meeting. If a notice is not given a minimum of 24hrs before the special called meeting, then the absence will be classified as a roundtable study meeting absence. Please reference Article III Section C-c for possible attendance requirements for the Board member.

## **ARTICLE IV      Library Directors and Staff**

- A.** The Library Directors will employ all workers at their city library. The Board shall hire a qualified library director who shall be the administrative officer of the library in each city on behalf of the Board and under its review and direction. The director shall hire and specify the duties of the other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board and the community standards of Sumner County Commissioners, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.
- B.** The library director and staff shall be governed by the Board's Policies and by such other policies as may from time to time be adopted by the Board.
- C.** Library Directors shall attend all Regular and Special Called meetings conducted by the Board.
- D.** Library Directors shall submit progress reports to the Board members via email 48hrs before the Regular meeting and a printed copy at the regular meeting. Library Directors will highlight any updates on the printed copy that may differ from the emailed report.
- E.** Library Directors will email all of the Board members with any urgent matters, updates, or requests pertaining to Library business and policy.

- F. Library Directors shall be available for a yearly review by the Personnel Committee.

## **Article V Meetings**

### **A. Regular Meetings and Quorum**

- a. The Board shall meet bi-monthly during the months of January, March, May, July, September, and November at a time to be determined by a majority of the board members at the July meeting each year. If a need arises to change the meeting time during the year, it must be by majority vote of the Board.
- b. A quorum of six members must be present in person to conduct business. A quorum for the transaction of business shall consist of six members of the seated Board.
- c. Business meetings of the Board shall be posted for public viewing. A certain number of meetings may be Study Sessions where business may be conducted if they have been properly posted.

### **B. Open Meetings**

All meetings of the Board and Committees are subject to the T.C.A. Open Meeting Act (Chapter 44 Section 8-44-102). Adequate notice, as provided in the law, must be given to the public, by posting on the County's website.

### **C. Rules Of Order**

Robert's Rules of Order Simplified, Latest Revised Edition, shall govern the parliamentary procedures of the meetings. (See attached)

## **ARTICLE VII OFFICERS**

### **A. Officers and Election**

Elected officers shall be a Library Board Chair, Vice-Chair, Secretary, and Treasurer. Nominations will be made from the floor. Officers will be elected in May and assume office on July 1<sup>st</sup> of that same year.

Officers shall be elected for a term of one (1) year and may be eligible for re-election.

### **B. Duties**

#### **Chair**

The Library Board Chair shall preside at all Regular and Special Called meetings, shall have full voting powers, and shall perform such duties as pertaining to the office. The Board Chair will have voting privileges but may not make motions. The Library Board Chair may make recommendations of Committees to the Board for their approval. The Chair, in coordination with the Secretary, shall see that the recordings of all meetings and notes are legally posted.

All Officers shall report to the Library Board Chair who will in turn represent the Board in communications with the County Commission and Director of Finance. However, any Board member may choose to have communication with the County Commission and Director of Finance if they feel necessary.

#### **Vice-Chair**

The Vice-Chair, in the event of the absence of the Library Board Chair, or of a vacancy in the office between elections, shall assume and perform the duties and functions of the Library Board Chair.

In the event of the absence of the Secretary, the Vice-Chair shall take on the duties of the Secretary for the meeting.

## **Secretary**

The Secretary shall keep a true and correct account of all the proceedings of the board meetings. The Secretary shall see that the recordings of all meetings and notes are legally posted.

## **Treasurer**

The Treasurer shall coordinate the gathering of needed information pertaining to budgets, financing, and all matters dealing with monies, as directed by the Library Board Chair or Board members. In lieu of an elected Treasurer, the Library Board Chair may serve as the Treasurer.

In the event of the absence of the Library Board Chair and Vice-Chair, the Treasurer shall preside at the Board meetings.

In the event of the absence of the Library Board Chair and Secretary, the Treasurer will take on the duties of the Secretary.

Library Directors have authority over their budgets and expenditures as long as it meets the standards set by law and is not modified by the action of the Board. The Directors may request assistance from the Treasurer in matters of finance and budgets.

## **ARTICLE VIII COMMITTEES**

The library Board shall have four (4) standing committees. The committees shall consist of a minimum of 3 members and a maximum of 5 members. The Board members may be on as many committees as they choose to be, while being on a minimum of one committee. Each committee will vote on a committee chair. If there is a need for a vote and there is an even vote, the committee chair shall have the tie breaking vote. All committee chairs will provide an update at all regular meetings. All committee members will serve on the committee for 1 yr terms. The annual year begins in September and shall be the start of the new term. However, a Board member may join a committee at any time. No committee shall have powers other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

### **A. Budget and Finance Committee**

The Treasurer will serve on the Budget and Finance Committee.

The committee shall make recommendations to the Board on fundraising, financial operations and library budgets presented by Directors to the Board for their approval.

The Budget and Finance Committee shall vote on a Chair and said Chair will serve as the financial liaison with the County and will ask for data and information from the Directors. However, any committee member may choose to have communication with the County, Director of Finance, and Library Directors if they feel necessary.

The Budget and Finance Committee shall give a monthly update to the Board.

### **B. Building and Facilities Committee**

The Building and Facilities Committee will work closely with the Directors to ensure that facilities are well maintained, comfortable, and pleasing for the public according to State regulations. The committee will prepare and present a full report every 2yrs to the Board detailing the condition and needs of all facilities. This report shall follow the Tennessee State Standards.

Directors should work closely with the committee on routine maintenance problems and building usage.

The committee Chair shall report to the Library Board Chair who will serve as the liaison to official bodies for these suggestions and needs.

### **C. Personnel Committee**

The Vice Chair will serve on the Personnel Committee. The committee will work closely with Directors to see that they are adequately staffed. They will assist, at the request of the Directors, in matters of personnel management concerns. The Personnel Committee shall do a yearly evaluation of each Library Director and shall be made available to members of the Board.

When needed, the Personnel Committee shall conduct interviews of persons applying for the position of Library Directors should any positions be vacant. The committee may decide on person/s to recommend for the position of Library Director. The committee chair shall present the recommendations to the Board for the Board to vote on and hire. When hiring a Library Director, the Board shall not be restricted to only the recommendations of the Personnel Committee.

The Library Board Chair will serve as liaison on all personnel matters to the County Commission and other authorities.



#### **D. By-Laws and Policy Review**

The By-Laws and Policy Review Committee will review by-laws and library policies and make recommendations on a bi-annual basis or as the committee feels necessary.

They will request that each library submit their policies for approval to the Board annually.

The bylaws and policies may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been provided to all members at least 21 days prior to the meeting at which such action is proposed to be taken.

The Chair will serve as the liaison between this committee and other county agencies and individuals.

### **ARTICLE VIII**

#### **A. Public Comment**

- a. Public is invited to address the Board during Regular, Roundtable Study, Committee, and Special Called meetings. The time for public comment will be limited to a total of 16 minutes with each speaker being limited to 2 minutes with efforts made to balance speakers on opposing sides of any issue. The board may extend the total time allotted for public comment by 16 minutes by a majority vote.