

# CATOOSA COUNTY LIBRARY BYLAWS

Revised and Approved January 15, 2025

## ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The county board of trustees is the legal governing body of the Catoosa County Library. It shall be the duty and responsibility of members of the board of trustees:

- a. To employ a Director for the County library who meets state certification requirements. The Board delegates responsibility for the selection and supervision of staff to the Director, with the provision that the Director informs the Board of all personnel actions.
- b. To approve budgets prepared by the County Library Director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies.
- c. To attend Board meetings.
- d. To establish policies governing library programs.
- e. To set policy for the receipt and administration of gifts of money and property.
- f. To present financial and progress reports to governing officials and the public.
- g. To notify the County Library Director in advance of all meetings of the Board or committees.

## ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chair shall preside at all regular or called Board meetings. The Chair shall appoint all committees and shall be an ex officio member of all committees.

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 Secretary shall record the official actions of the Board and keep a record of attendance at board meetings. This office may be held by an appointed board member or library employee. The official copy of all minutes and correspondence with the board shall be kept in a file in the Library at all times. The Secretary shall notify the proper appointing local boards of vacancies that occur on the County Library Board. The Secretary shall report changes of membership to the Georgia Public Library Service. The Secretary shall send copies of the minutes of all meetings to the participating agencies.

Section 4. The Treasurer or designated agent ([see Financial Policies in Catoosa County Library Policy Manual](#)) shall deposit all monies received in a bank or banks approved by the Library Board. He/She shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. Bills must be approved by the Director and submitted to the designated agent with proper documentation for payment. An account of all receipts and expenditures must be kept, and a report made at each quarterly meeting of the Board of Trustees. The accounts shall be audited at the direction of the Board and according to requirements for state grants and other state and/or federal laws or regulations. Official copies of all financial reports shall be kept in the County Library headquarters at all times.

**ARTICLE III. DUTIES OF THE DIRECTOR**

Section 1. The Director of the County 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 Director shall be the administrative head of the library under the direction and review of the board.

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

- a. To employ or terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds. The Director will inform the Board of these activities.
- b. To attend all meetings called by the Georgia Public Library Service or send a substitute authorized by the Division Director.
- c. To prepare any local, state, or federal annual budgets.
- d. To notify the Board of Trustees and the Georgia Public Library Service of any failure to comply with:
  1. Policies of the Board
  2. Criteria for state aid
  3. State and federal rules and regulations
  4. All applicable local, state, or federal laws
- e. To administer the total Library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Catoosa County Library.
- f. To attend all meetings of the Board of Trustees of the County Library.

**ARTICLE IV. MEETINGS**

Section 1. The County Library Board shall hold no less than four regular meetings during each fiscal year, [including no less than one each calendar quarter]. Meetings shall be held on the third Wednesday in the months of January, April, July, and October at the Catoosa County Library, unless another location is designated by the Chair.

Section 2. Special meetings may be called by the Chair or upon the written request of three Board members for the transaction of business as stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

Section 3. Three days prior to each regular or called meeting, the Director of the County Library shall post the notice of the meeting as required, including the date, time, and place of the County Library Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the full County Library Board.

Section 5. Meetings are open to the public and the news media, in accordance with the Official Code of Georgia Annotated 50-14-1 et seq. Executive (closed) sessions may be held according to the provisions of the code.

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Section 6. The latest edition of Robert's Rules of Order (Revised) shall govern the proceedings of the Board of Trustees of the Catoosa County Library.

Section 7. Each member of the County Library Board shall have one vote.

Section 8. Three members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the board.

**ARTICLE V. REPORTS**

The County Library shall submit all reports requested to provide the information necessary to complete reports required by state, federal, or local laws or regulations or to enable the County Library to provide the information necessary to complete the county library reports in an efficient and business-like manner.

**ARTICLE VI. 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 by the Secretary to the affected Board member and to the appointing authority responsible for his/her appointment. The local appointing authority shall be asked to appoint another representative to fill that member's unexpired term.

**ARTICLE VII. PENALTIES**

Employees or agents of the Catoosa County Library may cause the arrest, fine, and imprisonment of persons who borrow and fail to return books and other property owned by the Catoosa County 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 VIII. 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 the 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 Georgia Public Library Service immediately upon adoption.