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Reviewed February 19, 2024

**BYLAWS
FOR THE
AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY SYSTEM
AUGUSTA, GEORGIA**

ARTICLE I
DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Augusta-Richmond County Board of Trustees (hereinafter referred to as the Board) is the legal governing body of the Augusta-Richmond County Public Library.

Section 1. Duties of the Board Members. The Board shall have duties and responsibilities which include, but are not limited to the following:

- a. To employ a library director who meets state certification requirements and such other employees as necessary upon the recommendation of the library system director; provided, however, that the board shall be authorized to delegate employment of staff members to the library system director; (O.C.G.A. § 20-5-43)
- b. To approve budgets prepared by the library system director and assume responsibility for the presentation for the library's fiscal; needs to the supporting agencies; (O.C.G.A. § 20-5-43)
- c. To attend board meetings; (O.C.G.A. § 20-5-43)
- d. To establish policies governing library programs, including rules and regulations governing the use of the library; (O.C.G.A. § 20-5-43)
- e. To set policy for the administration of gifts of money and property; (O.C.G.A. § 20-5-43)
- f. To present financial and progress reports to governing official and to the public; (O.C.G.A. § 20-5-43)

- g. To maintain a current bond for an adequate amount determined by the Board and recorded in minutes on the Library Director and other officials and employees authorized to handle funds; (O.C.G.A. § 20-5-50)
- h. To maintain approved minutes in the files at the Augusta-Richmond County Library Public System headquarters; minutes shall be made available to the public in accordance with the Georgia Open Records Act;
- i. To make all Board decisions as a collective group. No individual Board members may make decisions or act for the Board unless specifically authorized to do so by an approving vote of the membership of the Board;
- j. To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms; and
- k. To notify the library system director, in advance, of all meetings of library boards and board committees; (O.C.G.A. § 50-14-1)
- l. To provide input to the City Administrator regarding the performance of the Director from the perspective of the Board annually in January and no later than January 15. The President may appoint a committee at the October meeting to prepare said input.

ARTICLE II DUTIES OF THE OFFICERS

Section 1. The President shall preside at all regular or called Board meetings, generally perform the duties of the presiding officer, appoint committees (including committee chair), and be an ex-officio member of each committee.

Section 2. The Vice-President shall preside in the absence of the President.

Section 3. The Secretary shall record the official actions of the Board and keep a record of attendance at all Board meetings.

Section 4. The Treasurer or designated agent shall deposit all monies in a bank or banks approved by the Board. The payment of 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 monthly or quarterly to the Board during its regular meeting. A full audit shall be performed annually by an independent audit firm as stipulated by the Georgia Public Library Service and the Augusta Richmond County Commission. Official copies of all financial reports shall be kept in the Library headquarters at all times.

ARTICLE III
DUTIES OF THE DIRECTOR

Section 1. The Director must hold at least a Grade 5(b) Librarian's Professional Graduate Certification or higher as defined by the State Board for the Certification of Librarians (O.C.G.A. § 20-5-45)

Section 2. It is the duty and responsibility of the Director:

- a. To serve at the pleasure of the Board and may be appointed or removed upon a vote of a majority of the Board Members present at a board meeting.
- b. To have no right to vote in any action before the Board or committees.
- c. To have such authority, power, and discretion to manage and control the business, affairs, real and personal properties of the System, in accordance with the wishes and intentions of the Board.
- d. To employ or terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds; to set the wages of staff members based upon his/her experience, job performance, and such other factors as may be provided for in an annual performance review of each staff member.
- e. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia and send an appropriate designee authorized by Georgia Public Library Service.
- f. To prepare any local, state or federal annual budgets.
- g. To notify the Board and Georgia Public Library Service of any failure to comply with:
 1. Policies of the Board of Regents;
 2. Criteria for state aid;
 3. State and federal regulations; and
 4. Any applicable local, state, or federal laws.
- h. To attend all meetings of the Board and attend committee meetings when directed by the Board.

ARTICLE IV MEETINGS

Section 1. The Board shall hold no fewer than four (4) meetings during each fiscal year (such fiscal year shall run from July 1 until June 30 of each year). Board meetings will be held on the third Monday of each month of the year, except for December. The January Board meeting shall be held on the fourth Monday. The location of the meetings shall be the Headquarters Library, or such alternate location as may be designated by the Director or by consensus of the Board.

Section 2. Each Board member shall have equal voting power. Except as otherwise provided in these Bylaws, the affirmative vote of the Board members representing a majority of the membership shall be required to approve any matter coming before the Board, provided a quorum is present.

Section 3. Prior to each regular Board meeting, as well as other committee meetings, the Director shall notify each Board member and the public of the date, time and location of the meeting at least one week in advance. Special meetings usually require at least 24 hour notice.

Section 4. All Board and committee meetings shall be open to the public to the extent required by law. All Board decisions, to the extent required by law are to be formally moved and adopted in an open meeting in order to be legally binding.

Section 5. The quorum of the Board shall be a majority of the members. No official business may be conducted by the Board without a quorum.

Section 6. The standard Board Meeting agenda shall be:

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda
- d. Approval of Minutes
- e. Approval of Treasurer's Report
- f. Library Director's Report
- g. Other Reports
- h. Unfinished Business
- i. New Business
- j. Public Comment
- k. Adjournment

Section 7. A public comment shall be limited to five (5) minutes.

ARTICLE V REPORTS

All reports necessary to obtain funds or meet requirements of the law shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia no later than the due date. An annual report of activities, income and expenditures also shall be filed with each funding agency as required. A copy of these reports shall be kept by the Director and readily accessible by the Board.

ARTICLE VI ATTENDANCE

Regular attendance of Board meetings by Board members is necessary and expected. A Board member's appointing authority will be notified by the President whenever the Board member misses three (3) consecutive, regular scheduled Board meetings. The appointing authority will be notified in writing by the President within days of the third missed meeting with a recommendation of removal. However, a Board member's absence may be excused by a two-thirds (2/3) vote of the members. Members who are removed shall be notified in writing.

ARTICLE VII PENALTIES

Employees or agents of the System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the System; deface, damage, steal, or otherwise improperly use and/or abuse System library property; or commit other violations as described in the Official Code of Georgia.

ARTICLE VIII AMENDMENTS

Any Board member may request an amendment to these bylaws. These bylaws may be amended at any regular meeting of the Board with two-thirds (2/3) majority approval, provided that the proposed amendment is made in writing to the members at least two (2) weeks prior to the meeting, and provided that a quorum is present. All amendments to the Bylaws will be filed with the Georgia Public Library Service immediately upon adoption.

ARTICLE IX CONFLICTS OF INTEREST

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of these Bylaws and the Georgia State provisions governing the operation of public libraries, the Georgia state shall govern.

Section 2. Except as specifically provided in the Constitution, in the event of any conflict between the provisions of these Bylaws and the Constitution, the Constitution shall govern.