

**PEACH PUBLIC LIBRARIES**  
**CONSTITUTION AND BY-LAWS**

**Article I – Name**

**The name of the library system shall be the Peach Public Libraries, successor to the Thomas Public Library.**

**Article II – Headquarters**

**The headquarters for the Peach Public Libraries shall be the Thomas Public Library, Fort Valley, Georgia.**

**Article III – Purpose**

**The purpose of the library system shall be to extend a full program of public library services to all citizens of Peach County, to effectively assemble, house, administer, and disseminate materials and information for the informational, educational, and aesthetic enhancement of the citizens of Peach County.**

**Article IV – Legal Authority**

**The legal authority of public libraries and boards of trustees is described in Article 41, Chapter 5, Title 20 of the Official Code of Georgia Annotated, amended December 3, 2001.**

**Article V – Governing Board**

**Section 1. The affairs of the Peach Public Libraries shall be entrusted to a Board of Trustees, appointed for a term and under the conditions set forth in that certain written agreement between Peach County, Georgia, and the Board of Trustees.**

**Section 2. Appointment of Members. As of January 1, 2003 the Board of Trustees shall consist of nine (9) members, appointed to four (4) year staggered terms by the Peach County Commission. Each trustee shall serve until a replacement has been appointed.**

**Section 3. Removal. Members may be removed for cause or failure to attend three (3) consecutive meetings. An absence due to personal illness or family emergencies is considered an excused absence.**

**Section 4. Vacancies.** Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of the trustee's term, the new appointee shall complete the unexpired term.

**Section 5. Compensation.** Members of the Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or national associations may be paid from library operating funds (from Georgia Code, Article 2, Chapter 5, Title 20, Section 20-5-44.)

**Section 6. Officers.** Officers of the Board of Trustees shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. The Secretary and Treasurer shall not be required to be members of the Board. If the Board of Trustees chooses to appoint a secretary and/or treasurer who is not a member of the board, they do not hold the position of officer and do not have a vote. Officers will be elected at the August meeting and serve for one (1) year.

**Section 7. Committees.** The Chairman of the Board, as required, shall appoint committees.

**Section 8. Executive Committee.** An executive committee composed of the officers of the Peach Public Libraries Board of Trustees shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board. If the secretary and/or treasurer is an appointed non-member of the Board of Trustees, he/she is staff to the Executive Committee. In that event, a member at large will be elected at the August meeting to serve on the executive committee for one (1) year.

#### **Article VI – Interlibrary Cooperation**

The Peach Public Libraries may enter into cooperative endeavors with other library systems, either by sharing personnel, materials, and/or other services; by confederation or by merger as seen fit by the governing bodies of both library systems, provided that the resulting cooperative endeavor is conducive to mutual growth and development of the library systems.

#### **Article VII – Amendments**

This constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds (2/3) vote of the Trustees present, provided that notice

of the proposed change is made in writing at least two (2) weeks prior to the meeting and provided there is a quorum. All amendments to the constitution will be filed with Georgia Public Library Service, A Unit of the Board of Regents of the University System of Georgia.

## **BY-LAWS**

### **1. DUTIES OF THE BOARD OF TRUSTEES**

**(Georgia Code, Article 2, Chapter 5, Title 20, Section 20-5-43)**

**Section 1. It shall be the duty of the Board of Trustees to employ a library system director who meets state certification requirements and other such employees as necessary upon recommendation of the library system director. The Board of Trustees delegates employment of staff members to the library system director.**

**Section 2. To approve budgets prepared by the library system director and assume responsibility for the presentation of the fiscal needs to the supporting agencies.**

**Section 3. To attend board meetings.**

**Section 4. To establish policies governing library programs, including rules and regulations governing the use of the library.**

**Section 5. To present financial and progress reports to the Peach County Commissioners and to the public.**

**Section 6. To set policy for the administration of gifts of money and property.**

**Section 7. To notify the Peach County Commissioners of a vacancy on the Board of Trustees so that a person may be appointed to complete unexpired or full terms.**

**Section 8. To notify the library system director in advance of all meetings of the Peach Public Libraries Board of Trustees and the Board of Trustees committees.**

### **2. MEETINGS OF THE BOARD**

**Section 1. There shall be six (6) regular meetings of the Board of Trustees in a twelve (12) month period. Regular meetings will be held at 5:15 P.M. on the second Thursday of February, April, June, August, October and December at the**

**Thomas Public Library or as designated by the Chairman. A quorum shall consist of five (5) Trustees. In the absence of a quorum present, a conference call may be placed between members present and any other Board member(s) to satisfy a quorum for the purpose of conducting business.**

**Section 2. Special meetings may be called by the Chairman or upon written request of three (3) Trustees for the transaction of business stated in the call for the meeting. The Library Director and five (5) members of the Board of Trustees, of whom one must be the Chairman or Vice-Chairman, must be present.**

**Section 3. Meetings shall be conducted according to Roberts Rules of Order.**

### **3. OFFICERS**

**Section 1. The Chairman shall preside at Board meetings, appoint all committees, authorize calls for any special meetings, and perform such other duties as generally pertain to that office. The Chairman also serves as chair of the Finance Committee.**

**Section 2. The Vice-Chairman shall preside and perform the duties of the Chairman in the latter's absence. The Vice-Chairman also serves as chair of the Personnel Committee.**

**Section 3. The Secretary shall keep a record of attendance at Board of Trustees meetings, record the official actions of the Board of Trustees, and have custody of the official books, which shall be housed in the library headquarters at all times.**

**Section 4. The Treasurer shall receive all moneys, depositing same in the depository designated by the Trustees to the library's account(s). The Treasurer shall pay all bills, sign all checks, and be bonded. The official treasurer's books shall be kept at the library at all times.**

### **4. DIRECTOR**

**(Georgia Code, Article 2, Chapter 5, Title 20, Section 20-5-45)**

**Section 1. The Director, as the appointed administrative head of the library system, shall be considered the executive officer of the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the Board.**

**The Director shall be held responsible for the care of the facilities and contents, for the employment and direction of a competent staff, for the efficiency of the library's service to the public, and for the operation of the library under the conditions set forth in the annual budget.**

**The Director shall have a staff manual compiled governing the policies, working conditions, and duties of the staff.**

**Section 2. Other staff members shall include both professional and clerical as needed to provide an effective program of library service, these staff members are to be employed or dismissed by the Director.**

## **5. AMENDMENT**

**The By-laws may be amended at any regular meeting of the Peach Public Libraries Board of Trustees by a two-thirds (2/3) vote of those Trustees present, provided that notice of the proposed change is made in writing at least two (2) weeks prior to the meeting, and provided that a quorum is present. All amendments to the By-laws will be filed with the Georgia Public Library Service, A Unit of the Board of Regents of the University System of Georgia.**

**Adopted 1972**

**Revised September 19, 1989**

**Revised November 13, 2003**

**Revised October 19, 2006**