

W. G Rhea Public Library Board of Trustees
By-Laws

ARTICLE 1: The Library Board

The Board shall consist of nine Trustees, each of which shall be a resident of Henry County, Tennessee. Five Trustees shall be appointed by the Henry County Commission and four by the Paris City Commission, with each appointment year, the maximum number of trustees will alternate between the County and City Commissions. Each may serve two consecutive three-year terms and must then have a 3-year break before being reappointed. TCA 10-3-103((a)(1). The Regional Library Board members shall be ex-officio members of the board, with voting rights. Tennessee code TCA10-5-102.

The Director, the Director of the Regional Library, the Regional Library Board members, and the President of the Friends of the W. G. Rhea Public Library shall be invited to attend all meetings.

The Board shall function according to powers, authority, and responsibilities delegated to it under the provisions of Tennessee code TCA10-3-101, 103,104 annotated.

The duties of the Library Board shall be to exercise legal responsibility for the library, formulating policies and handling finances. A budget shall be submitted annually to each governing agency. The Board shall choose the Director. Each Trustee shall undergo orientation and shall feel obligated to attend all meetings of the Board. The Board shall annually evaluate the Library and the Director.

The Board will abide by Resolutions 31081, adopted by the Henry County Commission October 19, 1981, which states that (Section 1) appointed Board members who, without cause are absent from three consecutive meetings shall be automatically terminated. Also that (Section 2) appointed members may be excused upon approval of a majority of the other members of the Board.

ARTICLE 2: Meetings

Regular bimonthly meetings of the Board shall be held on the third Tuesday of each month at the time to be determined by the Board.

Special meetings may be called by the Chairman upon written request of three members for the transaction of business stated in the call for the meeting.

The Director shall send notices of all meetings to all members one week prior to the meeting.

In compliance with the Open Meetings Law (Sunshine Law), notice of all meetings shall be sent to the local media.

A quarterly report shall be sent to the Henry County Mayor and the Paris City Manager.

Roberts Rules of Order shall govern the Parliamentary procedure of the Board.

ARTICLE 3: Officers

Officers of the Board shall be annually chosen in July as follows:

Chairman
Vice Chairman
Secretary
Treasurer

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of a presiding officer.

The Vice Chairman shall serve as temporary Chairman in the absence of the Chairman.

The Secretary shall keep a true and accurate account of all proceedings of the Board and shall have custody of the minutes and other records of the Board.

The Treasurer shall have charge of the Library funds; shall sign checks on the authorization of the Board, shall report at each Board meeting the state of the funds, and shall assist in the preparation of documentation for auditing annually. The Chairman shall be authorized to sign checks when the Treasurer is not available. In the event of necessity, the Director is authorized to sign checks.

ARTICLE 4: Committees

The Chairman shall appoint Committees as needed for special projects. Committees may include but are not limited to Finance, Bylaws, Technology, Long Range Planning, Nominating and Personnel. Committees serve until the completion of the work for which they were appointed.

ARTICLE 5: Quorum

A quorum for the transaction of business shall consist of five members of the Board.

ARTICLE 6: Director

The Director shall be considered the executive officer of the library and shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for staff employment, shall supervise staff members, shall represent the staff at Board meetings, and shall supervise the care of building and equipment. The Director shall be responsible for the preparation of a proposed annual budget for the operation of the Library for consideration by the Library Board. The Director shall be responsible for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall be invited to all Board meetings as an Ex-Officio member but will absent himself/herself at the time of evaluation and salary review. The Library Director shall perform additional duties as the Board may assign.

ARTICLE 7: Meetings

The order at the regular meetings shall be:

Call to order
Roll Call
Communication/Community Comments
Approval of minutes
Approval of Treasurer's report
Old business
New business
Committee reports
Director's report
Regional Director's report
Adjournment

ARTICLE 8: New Members

The Chairman shall notify the City and County Commissions of any vacancies on the Board. Board members may recommend new members to fill vacancies on the Board.

ARTICLE 9: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, provided that the amendment was stated in the call for the meeting.

The bylaws shall be reviewed every five years.

Issued:	July 1971	
Revised:	June 2006	
Revised:	October 2015	Approval Date: November 23, 2015
Revised:	March 2016	Approval Date: March 28, 2016
Revised:	September 2016	Approval Date: September 27, 2016
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