

**Bylaws of the
Joint Library Board of Limestone County and
the City of Athens**

Article I. Authority.

1.1. The Joint Library Board of Limestone County and the City of Athens (referred to herein as the "Board") is a joint library board established and operating pursuant to §11-90-1, et. seq. of the Code of Alabama.

1.2. The Board consists of five members. Three of the members are appointed by the City of Athens. Two of the members are appointed by the Limestone County Commission. Members serve staggered four-year terms.

Article II. Responsibilities of the Board.

The Board has the full power and authority granted to it pursuant to §11-90-3 of the Code of Alabama, as it now exists or is hereafter amended. At the time of the enactment of these Bylaws, § 11-90-3 provides that the Board has the full power and authority to:

- Control the expenditure of all funds received or appropriated for the library;
- Erect or rent buildings, to cost not in excess of the funds available;
- Purchase books and equipment;
- Provide a system of library service to be made available to all citizens of the city and the county through central library branches, stations, book truck services or other appropriate means;
- Elect a librarian and other employees; and
- Manage and control the Athens-Limestone Public Library in order to carry out the full intent and purpose of this chapter [on public library establishment and operation].

Article 111. Officers and Board Members. and Duties.

3.1. The Board shall elect a Chairman, Vice-Chairman, and a Secretary. Their terms of office shall be two years. Elections shall be in un-even years, e.g., 2015, 2017, etc. Generally, absent unusual circumstances, elections for such offices shall be in the 4th Quarter of the applicable fiscal year.

3.2. Chairman. The Chairman shall call and conduct Board meetings, and generally perform the duties of a presiding officer at all Board related public meetings and events of the library, as appropriate. The Chairman may appoint committees as needed and he/she is an ex-officio member of all committees. The Chairman is the primary interface and line of authority between the Board and the Director, and the Chairman shall be the Director's performance rating official.

3.3. Vice-Chairman. The Vice-Chairman will be the presiding officer at meetings the Chairman is unable to attend. The Vice-Chairman will assist the Chairman as requested. If the Chairman is unable to perform his duties the Vice-Chairman will assume the duties of Chairman and complete his/her unexpired term or serve until relieved by the Board.

3.4. Secretary. The Secretary shall keep an accurate record of all proceedings of Board meetings and will submit copies of proposed meeting minutes to all members for their approval. The Secretary maintains the approved typed minutes in a Minutes Book.

3.4.1. If the Board directs, the recording duties of the Secretary, and the maintenance of meeting notes, papers and records may be delegated to the Director. The Director will execute the role of Secretary as a non-voting participant during Board proceedings. Such an appointment may be temporary or of longer duration depending on the Board's desire.

3.4.2. The approved Minutes Book, whether maintained by the Secretary or the Director, shall be maintained and kept at the library. It will contain signed copies of all approved minutes for all board meetings. This book(s) shall be maintained indefinitely. Generally speaking, it will be available upon request for review by members of the public; however, draft meeting minutes are considered preliminary and non-final documents, which will not be available for public review until the same have been approved at a Board meeting.

3.5. The Board may, from time-to-time, assign duties to the various officers.

3.6. General Responsibilities and Duties of Individual Board Members. Board members shall aspire:

- To represent the needs and desires of every segment of the community.
- To become acquainted with library programs.
- To know the programs and needs of the library in relation to the community.
- To secure adequate funds to carry-on the library's programs.
- To support and participate in planned public relations programs.

- To know pertinent local and state laws and actively support library legislation.
- To attend all board meetings and see that accurate records are kept on file at the library.
- To report regularly to the governing officials and the general public.

3.7. Board members may succeed themselves if they are reappointed by their respective appointing authority. Members who desire reappointment should make their desire known to the Chairman. Unless a majority of the then current members object the Chairman should contact the Mayor and President of the Athens City Council, or the Chairman of the Limestone County Commission (as the case may be) to request consideration of the reappointment.

3.8. Board members serve without compensation. However, Board members may be reimbursed for their expenses on behalf of the library and/or the Board, upon authorization by the Board. Such reimbursement may include necessary extended travel expenses, including conference fees, meals, lodging, and related fees.

3.9. If a Board member fails to attend three regular consecutive meetings of the Board, then unless the Board waives this provision by a unanimous vote upon a review of reasons for the missed meetings and an accommodation by the Board, the Board shall issue a request to the President of the city council, or to the Chairman of the county commission, that the offending Board member be removed from office. In instances of a member's expulsion, the Chairman will request the appropriate appointing authority to appoint a successor trustee.

Article IV, Meetings.

4.1. A regular meeting of the Board will be conducted at least quarterly. The Chairman shall call meeting(s) as needed, including emergency, special or regular meetings. The Chairman will call a special meeting upon the request of two Board members, and if the Chairman does not do so, then the two Board members may call such a special meeting. All meetings shall be open and announced to the public, as may be required by state law.

4.2. Absent unusual circumstances, Board meetings shall be conducted at the Athens-Limestone Public Library.

4.3. Three members of the Board shall constitute a quorum to do business.

4.4. Members of the public that attend meetings of the Board may not participate in discussions or debate by the Board at such meetings, unless the Board has announced a public hearing for some purpose and then to do so only in the manner directed by the Chairman. The Board may from time to time hear communications from the public, either written or by presentation, as the same may be placed on the agenda of the meeting. If the communication from the public has not been previously scheduled, but a majority of the Board members present do not object, then the Board Chairman may permit the communication. Such communications, when

delivered as presentations, are to be brief and concise to the extent deemed appropriate by the Chairman. The Board shall not be deterred from its ordinary business by lengthy or repetitive presentations by persons in communication or as participants in a public hearing.

4.5. The order of business in meetings shall be by a preannounced agenda, which shall be accepted or altered at the beginning of the meeting. Absent unusual circumstances, the order shall be:

- Call to Order
- Acceptance of the Agenda
- Special Guests
- Approval of prior meeting minutes
- Financial Reports
- Committee
- Reports Director's
- Report Citizen
- Communications
- Old or Unfinished Business (includes approval of personnel actions, if appropriate)
- New Business (includes approval of personnel actions, if appropriate)
- For the Good of the Order
- Adjournment

4.6 By selecting a presiding officer, the Board has delegated to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure during the Board's meetings. In making such procedural decisions, the presiding officer shall consult these *Bylaws*, and if the issue is not addressed herein, then then the presiding officer should use *Robert's Rules of Order* as a guide, although adherence to *Robert's Rules of Order* is not required. However, any Board member, at the time of the presiding officer's ruling, may appeal from a decision of the presiding officer concerning parliamentary procedure (except in a case where there cannot possibly be two reasonable opinions, and an appeal would be dilatory), and, after the motion has been seconded, the presiding officer's ruling shall be invalidated upon an affirmative vote of the majority of the members present and voting, excluding abstentions.

Article V, Library Director.

5.1. The Board of Trustees will elect a Library Director (referred to as the "Director" herein). The selected individual must be an experienced librarian. While a Masters of Library Science (MLS) degree from a recognized university is preferred, an exception may be made for a uniquely qualified individual. The Director is not a voting member of the Board, but the Director's attendance is expected at Board meetings, unless excused by the Chairman.

5.2. The Director has executive capacity and is responsible for the day to day operation of the library and its administration, including general, accounting and financial administration. The

Director signs checks and other financial instruments on behalf of the Board, in accordance with its delegations. The Director is responsible for supervising the library's employees. Board members are to be informed by the Director of all issues affecting the library, its operation and its employees. The Director is responsible for harmonious public relations, and to coordinate among library affiliate organizations such as the Friends of the Library, and the Athens-Limestone Public Library Foundation, assisting them in their efforts on behalf of the library, and will advise the Board of the activities of these organizations which influence and are influenced by decisions of the trustees.

5.3. The Director advises and reports to the Board regarding the library's planning, programs, budgets, and financial expenditures, its community relationships, and generally accepted practices and trends within the library community -- regional, state and national.

5.4. The Director is the Board's primary contact with the Alabama Public Library Service ("APLS"), and is responsible to brief the Board regarding matters important to its relationship with APLS.

5.5. The Director is responsive to the Chairman and other officers of the board in preparing for Board meetings. This responsibility will include the preparation, gathering, interpreting, and distribution of pertinent information to Board members.

5.6. In addition to the responsibilities described in these Bylaws the Board will maintain a separate job description for this position that contains the Director's required qualifications and duties.

Article VI. Amendments.

6.1. Except in cases of a unanimous vote of the full membership of the Board, amendments to these Bylaws shall be by prior written notice at least two weeks in advance of a regular meeting. Approval of a change to these Bylaws requires four votes in favor, or if there are less than five Board members, the approving majority must be 75 percent.

Article VII. Miscellaneous.

7.1 These Bylaws shall be interpreted to be consistent with all applicable federal and state statutes and regulations. If any statute is amended or repealed so that it is inconsistent with any part of these Bylaws, then such part shall be automatically amended or repealed, as the case may be in order for the part to be in conformity with the law. In the event of any

confusion or ambiguity as to how such an amendment or repeal affects these Bylaws, the Chairman is authorized to amend them to resolve the issue, subject to the disapproval of the Board at its next regular meeting.

7.2 These Bylaws are intended to be for the protection of Board members, and intended to serve the interests of the Board in its orderly transaction of business. Except where a rule or provision herein is specifically required by law, these Bylaws are procedural and not substantive; they are meant only to assist the Board members in the orderly conduct of the business of the Board. As such, except where a rule or provision herein is specifically required by law, they do not serve as a basis for challenging the activities of the Board by non-members.

Note: These By-laws were amended and approved on: March 17, 2025

Official:

Craig Boardman
Chair

Allison McCormick
Vice-Chair