

## **Mid-Mississippi Regional Library System**

### **Administrative Board of Trustees Bylaws**

#### **Article I – Name**

This organization shall be called the Mid-Mississippi Regional Library System Administrative Board of Trustees (hereafter referred to as “the board”), existing by virtue of the Mississippi Code 1972 Ann. § 39-3-15 and 39-3-15(2).

#### **Article II – Duties**

The board exercises the power and authority and assumes the responsibilities delegated to it by the Mississippi Code 1972 Ann. § 39-3-17 & 39-3-19, which read, in part, that the board shall:

- adopt such bylaws, rules and regulations for their own guidance and for the government of the library as they deem expedient;
- meet at least once in each quarter;
- have the supervision, care and custody of all property of the library, including the rooms or buildings constructed, leased or set apart therefor;
- employ a library system director, prescribe his/her duties, fix his/her compensation, and remove him/her for cause;
- employ, upon the recommendation of the library system director, such other staff as may be necessary and fix their compensation;
- submit annually to the governing body a budget containing estimates for the ensuing year;
- have exclusive control of the finances of the library system;
- accept such gifts of money or property for library purposes as they deem expedient;
- on recommendation of library system director purchase books, periodicals, maps, equipment, insurance and supplies for the library system;
- dispose of equipment and discarded library materials as provided in § 19-7-5, Mississippi Code of 1972;
- make a yearly financial and statistical report to the governing body in the county or counties or municipality or municipalities wherein the board serves;
- do all other acts necessary for the orderly and efficient management and control of the library system.

#### **Article III – Membership**

##### **3.1 Size and Appointment.**

The board shall consist of five trustees appointed by the governing authorities of the counties that support the regional public library system. Each trustee shall be a resident and qualified elector of the county represented by said trustee. Upon request, the board chair and/or the library system executive director may provide the naming governing authority with a list of three (3) prospective candidates for open board seats.

##### **3.2 Terms.**

Trustees shall be appointed to serve five year terms. Trustees shall be limited to two (2) consecutive terms of office; however, there shall be no limit on the number of terms served by a trustee.

### 3.3 Resignation.

Any trustee, by written notice to their naming governing authority, as well as to the board chair and/or the executive director, may resign his/her duties at any time. In addition, any member who moves out of the political subdivision he/she represents shall be responsible for notifying the board chair and/or executive director. Upon notification, the position shall be declared vacant.

### 3.4 Removal.

Any trustee who shall not attend four consecutive meetings of the board shall be subject to removal by the governing authority. Notification of lack of attendance should be made to the relevant governing authority by the chair of the board and/or the executive director as needed.

### 3.5 Vacancies.

Vacancies on the board of trustees shall be filled for unexpired terms in the same manner in which members of the board were first appointed.

### 3.6 Ad Hoc Committees.

Ad Hoc Committees for the study of special problems may be appointed by the chair, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may include library staff members as well as outside experts.

### 3.7 Compensation.

No trustee shall receive a salary or other compensation for his/her service; provided, however, that all trustees shall be reimbursed for their necessary traveling expenses and mileage incident to their attendance upon the business of the board.

## **Article IV – Officers**

### 4.1 Officers.

Officers of the board shall be a chair, vice-chair, treasurer, and secretary.

### 4.2 Chair and Vice-Chair Nominations, Election, Vacancies, and Terms.

The chair and vice-chair shall serve one year terms which coincide with the fiscal year, and are elected at the last scheduled meeting of each fiscal year. Nominations for these officers may be made by any board member. Approval of a nomination will consist of a majority vote of the quorum. A vacancy in the office of chair shall be filled by the election of a successor for the remainder of the unexpired term. Trustees shall be limited to two (2) consecutive terms as board chair; however, there shall be no limit on the number of terms served by a trustee.

### 4.3 Treasurer.

The responsibility of board treasurer shall be vested in the member from Attala County in order to expedite banking and financial transfers. There are no terms or term limits for this officer. The treasurer may also hold the vice-chair position. The board treasurer shall be bonded.

### 4.4 Secretary.

The library system executive director or his/her designee shall serve as secretary of the board.

#### 4.5 Duties.

- The chair shall preside at all meetings of the board, authorize calls for special meetings, execute all documents authorized by the board and/or are required to be signed by the board, enforce all bylaws and regulations, appoint ad hoc committees, confer as necessary with the executive director about the agenda for board meetings, speak on behalf of the board when necessary, review monthly bank statements in the absence of the board treasurer, and generally perform the duties of a presiding officer.
- The vice-chair shall assume and perform the duties of the chair in his/her absence. If both the chair and vice-chair are absent from a meeting, the members present shall select a temporary chair for the meeting.
- The board treasurer shall review monthly system bank statements.
- The secretary shall keep a true and accurate account of the proceedings of board meetings, have custody of board minutes and other board records, notify board members of meeting dates, and properly advertise meeting dates.

### Article V – Meetings

#### 5.1 Regular Meetings.

The regular meetings of the board shall be once per quarter during the months of January, April, August and October. Meeting dates and times will be advertised by a posting at the library where the meeting is being held, and also at the Attala County Library, as well as on the library system's website, at least five days before the meeting.

#### 5.2 Special Meetings.

Special meetings may be called by the chair or upon written request of two board members. Notices for such meetings shall state the time, place, and purpose(s) of the meeting and shall be posted within one (1) hour after such meeting is called at the library where the meeting is being held, and also at the Attala County Library, as well as on the library system's website. A copy of the notice shall be made a part of the minutes of the board.

#### 5.3 Quorum.

A quorum for the transaction of business at any meeting shall consist of a majority of the currently named board members present in person, or by teleconference in accordance with Mississippi Code 1972 Ann. § 25-41-5.

#### 5.4 Agenda and Materials.

An agenda and materials that will be distributed to members of the board and that have been made available to the staff of the library in sufficient time for duplication and forwarding to the members of the board shall be made available to the public at the time of the meeting.

#### 5.5 Voting Procedure and Parliamentary Authority.

Votes taken during any meeting shall be taken in a manner that is clearly audible or visible to all members of the board and to members of the public present at the public location. The board chair may vote on all proposals when it is required for a motion to pass or fail. *Roberts Rules of Order* shall govern the parliamentary procedure of board meetings in all cases in which they are not inconsistent with these bylaws and any statutes applicable to the board.

## **5.6 Mississippi Open Meetings Act.**

All meetings of the board shall conform to the provisions of the Mississippi Open Meetings Act as outlined in the Mississippi Code 1972 Ann. § 25-41-1 through 25-41-17.

## **5.7 Order of Business.**

The order of business at regular meetings of the board shall be as follows:

1. Call to Order
2. Set Agenda
3. Disposition of minutes of previous meeting
4. Public Comments
5. Reports
6. Unfinished Business
7. New Business
8. Adjournment

## **Article VI – Library Director**

The board shall employ a library executive director who shall have such educational qualifications as are prescribed by the Mississippi Library Commission. The executive director shall attend all board meetings and have the responsibility of secretary of the board, but have no vote. The library system director shall administer and establish procedures according to policies established by the administrative board of trustees. In addition, he/she shall be charged with the duties outlined in the Mississippi Code 1972 Ann. § 39-3-17(2) and other such duties assigned by the board or required by law.

## **Article VII – Advisory Boards**

Any other board of trustees in addition to the administrative board of trustees within the Mid-Mississippi Regional Library System shall serve in a purely advisory capacity to said administrative board. Whenever possible it is the intention of the administrative board to cooperate with the goals of advisory boards in the development of quality library service.

## **Article VIII – Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the board by a majority vote of the quorum. Notification of the proposed amendment should be sent to all members at least five days prior to the meeting at which such action is proposed to be taken.

## **Article VIII – Fiscal Year**

The fiscal year of the library system shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.