

BYLAWS OF  
BLOUNT COUNTY PUBLIC LIBRARY  
BOARD of TRUSTEES

ARTICLE I- IDENTIFICATION

1.1 NAME

This organization is the Board of Trustees of the Blount County Public Library, located in Maryville, Tennessee, established by Blount County, the City of Maryville and the City of Alcoa according to the provisions of Title 10 of the Tennessee Code Annotated and exercising the powers and assuming the duties granted to it under said statute.

1.2 MISSION

The mission of the Blount County Public Library is to provide library materials in all formats for the citizens of Blount County in order that the quality of their lives may be enhanced by providing: 1) the information needed to be successful participants in the community in order to make informed decisions affecting their lives, 2) opportunities for young children to develop an interest in reading and learning, and 3) recreational and cultural opportunities.

ARTICLE II- MEMBERSHIP

2.1 COMPOSITION OF THE BOARD

The Library Board of Trustees consists of nine members, and the two Regional Library Board members shall be considered as two of those nine trustees. No trustee shall be financially compensated for Library Board service.

Trustees are appointed by the Blount County Commission, the Alcoa City Commission and the Maryville City Council on the basis of the ratio of population pursuant to Tennessee Code Annotated Section 10-3-103. As provided in this Code, not more than one elected official each from the Blount County Commission, the Alcoa City Commission and the Maryville City Council may serve on the Board and not more than six of the appointed members shall be of the same sex.

Regional Library Board members are elected by the Blount County Commission and the Maryville City Council, each electing one member, Pursuant to Tennessee Code Annotated 10-5-102. Members of the Regional Board may be active members or ex officio members of the Library Board of Trustees, as determined by the Library Board of Trustees.

By May 1 of each year, if vacancies will occur for the next fiscal year on either the Library Board of Trustees or Regional Library Board, the Board of Trustees shall recommend to the Blount County Commission, the Alcoa City Commission or the Maryville City Council, based on the residency of the vacancy, a qualified individual for appointment or election to those Boards in accordance with provisions in Tennessee Code Annotated 10-3-103 or 10-5-102.

Section 2.1 Amended 4/18/2017

2.2 TERMS OF OFFICE

Members of the Board of Trustees shall serve for a term of three years so that approximately one-third of the terms expire annually. Terms will begin on July 1 and end on June 30. Board members whose terms

expire at the end of a fiscal year that desire to continue on the Library Board of Trustees must be reappointed by the appropriate governing body. Members of the Board of Trustees may not serve more than two successive terms of three years each, but may be reappointed after a minimum three-year break in service.

Section 2.2 Amended 10/17/2017

Regional Library Board members shall serve no more than two successive three-year terms unless prior approval is obtained from the State Librarian and Archivist pursuant to Tennessee Code Annotated Section 10-5-102.

### 2.3 REMOVAL FROM THE BOARD

If a member ceases to reside in Blount County, that member shall be removed from the Board. Three unexcused absences within one fiscal year shall terminate board appointment.

### 2.4 VACANCIES ON THE BOARD

When a vacancy occurs during a member's term of office, a successor to complete the unexpired term shall be recommended by the Board for appointment or election by the appropriate governing body.

### 2.5 AUTHORITY AND RESPONSIBILITY OF THE BOARD

The Board shall employ a Library Director; determine the mission, goals, programs, objectives and policies of the Library; approve an annual budget; help secure adequate funds to carry out the Library's programs; report regularly to the public and governing officials; and follow legal, professional and ethical practices when making decisions and carrying out responsibilities.

Individual Board members shall attend Board meetings; support legislation and be aware of laws and regulations pertinent to the Library's services; be aware of state library services; and, when able attend regional, state and national trustee meetings and workshops.

Blount County Library Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor. At the beginning of each fiscal year, library trustees shall indicate that they have received and agreed to comply with the Blount County Library Board of Trustees Code of Ethics and Conflict of Interest documents.

### 2.6 MEETINGS OF THE BOARD

All Board and committee meetings shall meet the requirements of the Tennessee Open Meetings Act.

#### 2.6.1 REGULAR MEETINGS

The Chair shall establish the time and place of its regular meetings. Members shall be notified not less than one week prior to each meeting, unless such notice is waived by the Board.

#### 2.6.2 SPECIAL MEETINGS

Special meetings of the Board may be called as deemed necessary by the Chair or, in the Chair's absence, by any officer of the Board. A special meeting may also be called upon the written request of a majority of the members. Notice of a special meeting setting forth its purpose, time and place shall be provided to each member and the Library Director not less than 24 hours before the meeting. When necessary, Board members may be polled by telephone, mail or other electronic means to verify attendance.

#### 2.6.3 REMOTE PARTICIPATION

Under limited circumstances, Trustees unable to be physically at a Board meeting may participate in the meeting via communication devices provided that a physical quorum is present at the meeting location.

#### 2.6.4 QUORUM

A quorum for the transaction of business shall consist of a majority of all members of the Board.

#### 2.6.5 RULES OF ORDER

Rules of order for each meeting of this Board shall follow Robert's Rules of Order, Revised, in all matters except as specified in these bylaws.

#### 2.7 OFFICERS OF THE BOARD

Officers of the Board shall be Chair, Vice Chair and Secretary, elected from the recommended slate at the June meeting of the Board. No member shall be eligible to serve more than two successive terms in the same office.

##### 2.7.1 DUTIES OF THE OFFICERS

2.7.1.1 The Chair shall preside at meetings of the Board. The Chair shall appoint all committee assignments and serve as an ex-officio, non-voting member of said committee.

2.7.1.2 The vice Chair shall preside in the absence of the Chair and shall perform such other duties as designated by the Chair.

2.7.1.3 The Secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such duties as are generally associated with the office of secretary. The Library Director or a member of the staff may be designated by the Board to perform the duties of the office of secretary.

Section 2.7.1.3 Amended 10/17/2017

2.7.1.4 The officers shall discharge such other duties and responsibilities as the Board may request from time to time.

#### 2.8 ELECTION OF THE OFFICERS

The Nominating Committee shall nominate among the appointed Trustees at least one person for each office, except that the committee may nominate the Library Director or a member of the staff as secretary.

Section 2.8 Amended 10/17/2017

#### 2.9 VACANCIES AMONG OFFICERS

Vacancies occurring among the officers during the year shall be filled for the unexpired term of office by a majority vote of all the members of the Board at its first regular or special meeting following the vacancy.

### ARTICLE III - COMMITTEES

#### 3.1 AUTHORITY OF COMMITTEES

Committees of the Board shall be advisory in nature and shall perform those duties requested of them by the Chair or Board. A committee may exercise specific authority that has been delegated to it. Committees may be composed of persons who are not members of the Board, although all committees shall be chaired

by a member of the Board.

## 3.2 COMMITTEES

### 3.2.1 STANDING COMMITTEE

The Chair shall recommend a Nominating Committee chair and members to the Board no later than two months prior to the June Board meeting.

### 3.2.2 AD HOC COMMITTEES

The Chair or Board may create ad hoc committees to serve specific purposes with appointment to such committees made by the Chair. Such committees shall continue until its purpose has been realized or until it is dissolved by the Chair or Board. These committees may also include staff and public representatives, as well as outside experts.

## ARTICLE IV- MANAGEMENT OF THE LIBRARY

### 4.1 LIBRARY DIRECTOR

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board, shall serve at the pleasure of the Board and shall be the direct representative of the Board in the management of the Library.

The Library Director shall be responsible for the care of the buildings and equipment; for the employment, supervision, and termination of the staff; 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 Library Director shall provide leadership and administrative staff support in the conception and development of the public statements, policies, plans, budgets, reports and programs to be considered by the Board for adoption.

Except when excused by vote of the Board, the Library Director shall attend meetings of the Board and committee meetings with voice, but without vote.

## ARTICLE V- AMENDMENTS

### 5.1 AMENDMENTS TO BYLAWS

These bylaws are adopted pursuant to Tennessee Code Annotated 10-3-104 and may be amended at any regular or special meeting of the Board when a quorum is present, provided the amendment was stated in the notice for the meeting. Amendments must be passed by three-quarters of all Board members.

These bylaws replace all prior bylaws governing the Blount County Library Board of Trustees.


By Laws of the  
Blount County Public Library  
Board of Trustees  
Consisting of five (5) pages

Adopted 09/18/2012

Amended 08/18/2015

Amended 04/18/2017

Amended 10/17/2017

Signed  Chair, 1-23-18

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 10001).

References:

- Tennessee Code Annotated Section 10-3-103 "Library Board-Appointment-Tenus"
- Tennessee Code Annotated Section 10-3-104 "Powers and duties of Library Board"
- Tennessee Code Annotated Section 10-5-102 "Members of Regional Board"
- Tennessee Code Annotated Section 8-44-102 "Open Meetings-'Governing body' defined-'Meeting' defined"
- Tennessee Code Annotated Section 8-44-103 "Notice of Public Meetings"
- Tennessee Code Annotated Section 8-44-104 "Minutes Recorded and Open to Public"