

COLUMBUS-LOWNDES PUBLIC LIBRARY BOARD OF TRUSTEES

County

District 1 (Harry Sanders)

Melissa Crossley Suddith
Term Began: 04/01/2019
Term Expires: 3/31/2024

District 2 (Bill Brigham)

Cathy Duncan
Term Began: 04/01/2017
Term Expires: 03/30/2022 (Eligible for re-appointment)

District 3 (John Holliman)

Amanda Meadows
Term Began: 04/01/2017
Term Expires: 03/30/2022 (Eligible for re-appointment)

District 4 (Jeff Smith)

Nedra Lowery *serving remainder of term for A.Love*
Term Began: 11/04/2019
Term Expires: 04/30/2023

District 5 (Leroy Brooks)

Frances Beard Glenn – Secretary
Term Began: 11/04/2019
Term Expires: 03/31/2023

Director

Erin Busbea
662.329.5299
601.416.2104
ebusbea@lowndes.lib.ms.us

City

Clyde Hollis - Treasurer
Term Began: 10/01/2017
Term Expires: 09/30/2022

Hilary Richardson – Vice-President
Term Began: 10/01/2019
Term Expires: 09/30/2024

Christian Heinkel - President
Term Began: 10/01/2018
Term Expires: 9/30/2023

Randi Robison
Term Began: 10/01/2021
Term Expires: 9/30/2026

Sameca R. Gaines
Term Began: 10/01/2020
Term Expires: 09/30/2025

Business Manager

Pam Rhea
662.329.5298
prhea@lowndes.lib.ms.us

**Columbus-Lowndes County Public Library System
Administrative Board of Trustees Bylaws**

**Article I
Identification**

Section 1. Organization. This organization is the Administrative Board of Trustees, hereafter referred to as the “Board”, of the Columbus-Lowndes County Public Library System, located in Lowndes County Mississippi, jointly established by the City of Columbus and the Board of Supervisors of Lowndes County, according to the provisions of Section 39 of the Mississippi Code of 1972, and exercising the powers and assuming the duties granted to it under said code.

Section 2. Purpose. The purpose of the library system is to provide educational opportunity through books and other materials and library services to the people of Lowndes County through the headquarter library in Columbus and branch libraries in Artesia, Caledonia, and Crawford, and through extension services to the handicapped and homebound.

**Article II
Membership**

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Mississippi Code 1972 Sections 39-3-15. The Board of the Columbus-Lowndes County Public Library System shall consist of ten persons: five persons to be appointed by the Board of Supervisors of Lowndes County and five persons to be appointed by the City Council of the City of Columbus.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Section 3. Board Member Absenteeism. When a board member misses four consecutive meetings, the chairperson will inform the appropriate governing body—City Council or Board of Supervisors—that the position held by the absentee member is in violation of Mississippi Code 1972, Section 39-3-15, and the Board requests that the absentee member be replaced. The chairperson will also write said member to inform him or her of the action taken.

**Article III
Officers**

Section 1. The officers shall be a chairperson, a vice chairperson, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the chairperson three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The chairperson shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign checks drawn on funds held in custody of the library (independently of the municipalities), and generally perform all duties associated with the office of chairperson.

Section 5. The vice chairperson, in the event of the absence or disability of the chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other 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 any or all of the above duties.

Section 7. The treasurer shall co-sign checks over \$2,000 drawn on funds held by the library, sign vouchers over \$2,000 for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer, and/or designee, shall make reports at least quarterly to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held at least every other month as determined by the Board. Each board member will be contacted electronically or by mail at least one week prior to the meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the first regular meeting of each fiscal year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The order of business at all regular meetings of the Board shall be as follows: Roll Call, Minutes, Unfinished Business, and New Business. Items may be amended to the agenda prior to the adoption of the agenda at the board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the chairperson and shall be called at the written request of two members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of six or more members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Mississippi's open meetings law (Mississippi Code 1972 Section 25, Chapter 41). Notice of regularly scheduled meetings will be posted in the Columbus library at least two weeks prior to the meetings. Any person(s) wishing to appear before the Board must give advanced written notice, along with a reason to be heard, at least one week prior to the regular meeting.

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. The following committees shall be appointed by the chairperson promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items: Financial, Policy, and Personnel.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the chairperson, 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 also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers.

Section 5. Assignment of special duties for the promotion of the Columbus-Lowndes County Public Library System shall be made by the chairperson with the approval of the Board, such approval to be made in a regular meeting of the Board.

Article VI
Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Columbus-Lowndes County Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services as provided for in Section 39-3-17 of Mississippi Code 1972.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. A proposed budget shall be prepared by the library director, business manager, and finance committee beginning in April, and before the month of July in order to make budgetary presentations to the City Council of the City of Columbus and the Board of Supervisors of Lowndes County at the beginning of July.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall have supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefore, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Mississippi Library Commission, and the City Council of the City of Columbus and the Board of Supervisors of Lowndes County.

Article VII
Library Director

Section 1. The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Section 2. The Board gives the library director authority to hire and determine compensation for staff so long as he or she stays within the approved budget. A report shall be given to the Board at the next regular meeting. Authority to assign compensation for the library director shall remain with the Board.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Columbus-Lowndes County Public Library System in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The chairperson may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (7) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 4. The fiscal year of the Columbus-Lowndes County Public Library System shall coincide with the fiscal year of the City of Columbus and Lowndes County, currently October 1 through September 30.

Adopted and revised by the Administrative Board of Trustees of the Columbus-Lowndes County Public Library on the following dates:

Adopted September 20, 1961

Revised 1977

Revised July 19, 1984

Revised March 30, 1994

Revised September 28, 2006

Revised December 14, 2006

Revised March 15, 2007

Revised November 1, 2013

Revised February 18, 2016