

**BYLAWS**  
**SPRING HILL PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE I – NAME**

The name of this organization shall be the Spring Hill Public Library Board of Trustees (LBOT).

**ARTICLE II – MISSION**

It is the mission of the LBOT to administer a public library in the city of Spring Hill, which derives its support from public funds and operates under the rules and regulations of the Tennessee State Library, the Regional Library and the laws of the State of Tennessee. The LBOT will promote the welfare of the Spring Hill Public Library and will aid in the development of special services to benefit all citizens of this area.

**ARTICLE III – MEMBERSHIP**

The membership of the LBOT shall consist of seven (7) members, appointed by the City of Spring Hill Board of Mayor and Aldermen. No more than one (1) official of the city shall serve on this board. The members shall serve without salary, three (3) for one (1) year, two (2) for two (2) years and three (3) for three (3) years and their successors for a term of three (3) years. Board members may serve two (2) consecutive terms and may be reappointed after a minimum three-year break in service.

Members may live in either Maury County or Williamson County and do not necessarily have to reside within the Spring Hill city limits.

Ex-officio members shall be: the mayor of the City of Spring Hill or designee; the Buffalo River Regional Library Director and Assistant Director; and the Director and Assistant Director of the Spring Hill Public Library. Ex-officio members may have a voice, but no vote.

Members of the LBOT shall attend at least four (4) of the six (6) regular meetings of the board in each fiscal year, as set forth in Article VIII – Meetings. Because of the requirement of a quorum of members present in order to effectively conduct LBOT business and exercise proper oversight of the library at regular meetings, members failing to meet the attendance requirement may be asked to render their resignation to the board upon the majority vote of a quorum of the LBOT present at the time of the vote, so requesting their resignation, in order to make a place for a complete slate of active and engaged board members.

Family members of currently employed library staff may not serve on the LBOT.

Former library staff may not serve on the LBOT until two (2) years after their employment with the library has ended.

**ARTICLE IV – QUORUM**

A quorum shall consist of four (4) or more of the duly appointed members of the LBOT.

## **ARTICLE V – OFFICERS**

The officers shall be elected from duly appointed members of this board, by vote of the membership. There will be annual election of officers in the month of September. All officers shall serve for a one (1) year term, and will serve until replaced. The appointed official of the city, or their designee, shall not serve as an officer.

Officers shall be:           Chairperson  
                                  Vice Chairperson  
                                  Secretary

## **ARTICLE VI – DUTIES OF THE OFFICERS**

The chairperson shall preside at all meetings, shall have general supervision of the activities of the board, and shall be an ex-officio member of all committees.

The vice chairperson shall perform the duties of the chairperson, in the absence or incapacity of the chairperson. The secretary shall keep records and duly record the minutes of all meetings of the board.

In the absence of the chairperson and vice chairperson, the secretary shall perform the duties of the chairperson and another member of the board may be selected to record the minutes of the meeting.

## **ARTICLE VII – DUTIES OF THE BOARD**

The membership of the LBOT shall organize by electing officers and adopting bylaws and regulations. The LBOT shall have the authority under TCA 10-3-104 to:

Direct all the affairs of the library, including appointment of the library director, who shall direct the internal affairs of the library, including hiring and directing such assistants or employees as may be necessary.

Approve library budget provided by Library Director before it is presented to the Board of Mayor and Aldermen each year.

Formulate the policies of the Spring Hill Public Library.

Receive donations, devises and bequests to be used by it directly for library purposes.

Request the resignation of any board member who fails to attend at least four (4) of the six (6) regular meetings of the LBOT in each fiscal year, upon a majority vote of the quorum present at a meeting of the board requesting such resignation.

Collaborate with the Spring Hill Public Library of Tennessee Foundation, Inc., consistent with the bylaws of the Foundation, per Article V, Section 2.

The board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to the City of Spring Hill Board of Mayor and Aldermen.

**ARTICLE VIII – MEETINGS**

The LBOT shall have meetings as deemed necessary by the board. The board should meet not less than six (6) times in a fiscal year. Regular meeting notices shall be posted or published prior to the meeting allowing adequate notice to the public.

All meetings shall be governed by the rules for small boards contained in *Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> edition*.

Once the agenda has been published and submitted to the membership, any additions, deletions or changes can only be made by a motion and a second with a passing vote by a majority of the membership.

For all persons not listed on the agenda who wish to address the Library Board of Trustees, the following rules will be stated on the agenda under General Announcement and will apply during the Public Comment item as such:

*The procedural rules for public comment will be as follows: The items will be taken in the order of the agenda; audience members wishing to speak must be recognized by the Chair and will have five (5) minutes to address the Library Board of Trustees; no rebuttal remarks will be allowed.*

**ARTICLE IX – COMMITTEES**

The chairperson shall appoint committees as may be necessary for the LBOT to be able to carry out its mission statement.

**ARTICLE X – PERSONNEL**

The Spring Hill Public Library shall be governed by polices as stated in the Spring Hill Public Library Policy Manual. In the case of a conflict between the Library Policy Manual and the written policies of the City of Spring Hill, the city policy will prevail.

**ARTICLE XI – AMENDMENTS**

Any of these bylaws may be changed, amended or repealed at any regular meeting of the board, by a majority of the duly appointed members, provided that a written change has been given to each member of the board at least two (2) days prior to the date of the meeting.

Approved by the Spring Hill Library Board of Trustees on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Chairperson