

# **PART I**

# **HAMBLEEN COUNTY LIBRARY BOARD**

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## Part I Table of Contents

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<b>BOARD MEMBERS .....</b>	<b>1</b>
<b>BY LAWS .....</b>	<b>2</b>
<b>TRUSTEES.....</b>	<b>4</b>
<b>PURCHASING PROCEDURES .....</b>	<b>5</b>



HAMBLEN COUNTY LIBRARY  
BOARD OF TRUSTEES 2023 2024

**OFFICERS**

Roxanne Bowen, Chair

Rob Reel, Vice Chair

Christy Cowan, Secretary

Kevin Smith, Treasurer

**OTHER APPOINTED TRUSTEE MEMBERS**

*Stan Harville*

Amanda Hale,

Devin Edwards

Phyllis Ehresman

Terri Tilson

Al A'Hearn

Jeff Cranford

# HAMBLLEN COUNTY LIBRARY BOARD OF TRUSTEES

## TRUSTEE BY-LAWS

### ARTICLE I. NAME.

This organization shall be known as the **Hamblen County Library Board**.

### ARTICLE II. OBJECT.

This Board is organized to foster and promote library development in Hamblen County.

### ARTICLE III. MEMBERSHIP. **(Revised February 2023)**

This Board may have 7, 9, 11 (not 8 or 10) members, so as not to create a tie vote situation. The members shall represent both the city and county and must have a library card and be in good standing with the Library.

In varying degrees the following qualities are valuable and should be represented:

- Financial, legal and business experience
- Understanding of city and county interests and problems
- Knowledge of general social relations
- Good relations with the public

Names of proposed members shall be submitted to the Hamblen County Legislative Body and/or the Morristown City Council in April for appointment/confirmation for a 3-year term beginning July 1. Library board members may serve two consecutive terms and must then have a 3-year break before being reappointed. In the event of vacancy, a successor shall be proposed by the Board for appointment by the county or city to fill the unexpired term.

Appointments to fill a vacancy of an unexpired term shall be for the remainder of the unexpired term only, and all members shall continue in office until their successors are appointed. If a member misses three consecutive meetings without due cause, he or she may be asked to resign.

The Library Director (or her/his representative) shall attend all meetings and shall serve as chief administrative officer for the Board.

Board members who wish to step down prior to the end of their appointment should do so in writing to the Board Chair.

ARTICLE IV. **OFFICERS.**

The officers of this Board shall be Chair, Vice Chair, Secretary, and Treasurer. Officers shall be eligible to serve two consecutive one-year terms in that elected position. Upon completion of this service, any officer may be elected to serve in a different officer position. **(Revised January 2019)**

A nominating committee shall be appointed by the chair. The nominating committee shall present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor at that time. **(Revised January 2019)**

ARTICLE V. **DUTIES OF OFFICERS**

CHAIR: The Chair shall preside at all Board meetings, and shall serve as an ex-officio member of all standing committees. He/she shall appoint the members of the standing committees unless otherwise provided for in the by-laws, and shall appoint ad hoc committees as the need arises.

VICE CHAIR: The vice chair shall preside at all Board meetings in the event of the absences, incapacity or resignation of the chairman. The vice chair shall serve as an able assistant and understudy to the chair and is eligible and appropriate to succession to the chairmanship upon the retirement of the current chair. Important Board duties, such as the chairmanship of the Personnel and Policy Committee may be given to the Vice Chair.

SECRETARY: The secretary shall keep the minutes of all Board meetings and preside in the absence of the chair and the vice chair.

TREASURER: The treasurer shall be responsible for overseeing the financial status and records of the Library Board **and shall report of the financial status at each board meeting**. The treasurer shall preside in the absence of chair, vice chair, and secretary. He shall also serve as the chair of the Finance Committee and may chair the Building and Grounds committee. **(Revised February 2023)**

ARTICLE VI: **ELECTIONS.**

The annual meeting shall be held at the regular meeting in April, just prior to the end of the fiscal year. Officers shall be elected; board member appointment dates and these bylaws shall be reviewed. The new officers will assume their duties at the start of the fiscal year, July 1. **(Revised January 2019)**

ARTICLE VII. **MEETINGS.** **(Revised February 2023)**

The Board shall meet on the fourth Tuesday of each month except for December, at the Library.

The annual meeting shall be held at the regular meeting in April. A quorum shall consist of 5 members and no business may be conducted without a quorum. Special meetings may be called at the discretion of the officers.

Any person who wishes to speak during Public Comment should submit a request to speak form in advance of the meetings according to the form guidelines, sign in at the meeting, indicating that they wish to be heard, and the Chair must first recognize the speaker. Should the request to speak be granted, the Chair may limit the time for presentation according to form guidelines.

#### ARTICLE VIII. AMENDMENTS.

Any of these by-laws may be changed, amended, or repealed at any meeting of the Board by a majority present, provided each member has been duly notified in writing fifteen days in advance of the intent to do so.

### **TRUSTEES**

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must promote a high level of library service while observing ethical standards.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library customers, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept appointment to the library board are expected to perform all the functions of library trustees.

# **Purchasing Procedures (Revised February 2023)**

## **Applicable Purchasing Law**

The County Purchasing Law of 1983 is the controlling purchasing statute for the Morristown-Hamblen Library.

## **Purchasing Committee**

A Purchasing Committee shall be appointed each July by the Chairman of the Trustees. The Purchasing committee will consist of three (3) members, including the Treasurer of the Board of Trustees and two other members appointed by the Chairman, subject to approval by the Board. The Chairman of the Board of Trustees will serve as an ex-officio non-voting member of the committee.

## **Purchasing Clerk**

The Business Manager for the Library is designated, appointed, and employed to serve in a clerical capacity to the Purchasing Committee. He/she shall be responsible for following the clerical procedures as set forth in this document, including keeping and filing records and reports and shall act as an agent for the Purchasing Committee.

## **Duties of the Purchasing Committee**

The purchasing committee shall be given the power, except as set out in these procedures, to purchase materials, supplies equipment and services; secure leases and lease-purchase agreements; and dispose of and transfer surplus property for the proper conduct of the library's business. All contracts, leases, and lease-purchase agreements extended beyond the end of any fiscal year must have prior approval of the board of trustees.

## **Budget Appropriations**

No funds may be spent by the purchasing committee unless they have been officially appropriated (budgeted) by the Board of Trustees.

## **Purchases of \$1,000 or less**

When the estimated value of supplies, materials or equipment required for essential functions of the library is \$1,000 or less, the purchasing committee may authorize the clerk to purchase those items in the open market without advertisement or public notice. Informal bids will be sought whenever possible.

## **Purchases Exceeding \$1,000, but less than \$5,000**

The purchasing committee shall have the authority to make purchases, leases, lease-purchases of more than \$1,000 and less than \$5,000 singly or in the aggregate during the fiscal year and, except as otherwise provided herein, shall require three competitive bids or quotations, either verbal or written, whenever possible prior to each purchase. All competitive bids or quotations received shall be recorded and maintained by the clerk for a minimum of two years after audit.

## **Purchases Amounting to \$5,000 or more**

A description of all projects or purchases, except as herein provided, which require the expenditure of library funds of \$5,000 or more singly or in the aggregate during any fiscal year shall be prepared by the purchasing committee and submitted to the board of trustees for authorization to call for bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the board may authorize the purchasing committee to advertise for bids or proposals. The award of purchases, leases or lease-purchases of \$5,000 or more shall be made by the board to the lowest responsible bidder.

Purchases amounting to \$5,000 or more, which do not require public advertising and sealed bids or proposals, may be allowed under the following circumstances and except as otherwise provide herein, when such purchases are approved by the library board of trustees.

- Sole source of supply or proprietary products as determined after complete search by purchasing committee with library board approval.
- Emergency expenditures with subsequent approval of the library board.
- Purchases from non-profit corporations whose purpose, or one of whose purposes, is to provide goods or services specifically to counties, municipalities or libraries.
- Purchases of perishable commodities.
- Purchases directed through or in conjunction with the state Department of General Services or the General Services Administration of the federal government.

### **Purchasing Methods and Forms**

(The Library Board has determined that a purchase requisition will not be needed because of the limited amount of purchasing activity by the library.)

#### **Steps to be completed by the Purchasing Committee:**

- Determine a need.
- Determine availability of budgeted funds.
- Obtain necessary bids and proposals where required.
- Instruct the clerk to issue purchase orders as outlined below.

#### **Purchase Order (Example found Appendix)**



A purchase order authorized the seller to ship and invoice the purchase items as specified. Purchase orders shall be written in a clear, concise and complete manner. The clerk shall prepare a three (3) part purchase order and route as follows:

- Original copy - issued or mailed to the vendor receiving the order
- 2<sup>nd</sup> Copy - is retained by the clerk and placed in an outstanding purchase order file until the merchandise is received.
- 3<sup>rd</sup> Copy - is used to post the accounting records and filed numerically for future reference.

### **Other Aspects Relating to Purchasing Procedures**

In addition to the aforementioned purchasing procedures, the committee and board shall adhere to the following:

Conflict of Interest - Neither the Business Manager, members of the purchasing committee or the Board of Trustees, shall be financially interested, or have any personal beneficial interest, either directly or indirectly, in any contract or purchase order for any supplies, materials, equipment or contractual services used by or furnished to the district.

Equal Low Bids/Tie Bids - Quality and service being equal, identical bids shall be decided in favor of the local vendor. If a tie exists between vendors, being equal in all respects, the tie will be broken by a telephone call to the submitting bidders advising of the tie, and asking whether they want to submit another sealed bid.

Rejection of Bids - The committee reserves the right to accept or reject any and/or all bids in whole or in part, and to waive any minor irregularities in any bid. Reason for the rejection should be noted on the bid evaluation forms.