Welcome Packet

What it means to be on The Shelbyville-Bedford County Public Library Board

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The Library Mission

To assemble, preserve, and administer in organized collections, books and related educational and recreational materials. To promote through guidance and stimulation the communication of ideas, to enlighten and educate the citizenry, and to enrich personal lives. To serve the community as a center for information.
The SBCPL Board of Trustees

The Shelbyville-Bedford County Public Library Board is composed of 6 City of Shelbyville and 5 Bedford County residents who volunteer their time and talents to help oversee the operations of the Library.

Appointed by the City and County Commissions, these members represent the viewpoint of the community as it affects Library policies, programs, and procedures.

These members share a common goal toward intellectual freedom and a love of the Library. They are an active, engaged, and working Board, aligning with the goals for the community set by the American Library Association.

When do Trustees meet?

Regular meetings are held on the 4th Tuesday of each month at 1:00pm with the following exceptions:

- No meeting in August
- November & December meetings are combined; the meeting is held on the 1st Tuesday of December at 1:00pm

Library Board Members are appointed by the City of Shelbyville Board of Commissioners and Bedford County Board of Commissioners for a three-year term, with one renewable term.
What does a Trustee do?

Trustees are expected to attend regular and ad hoc meetings in addition to the following:

- Establish policies for the Library’s operation, including but not limited to collection development, library card, and borrowing policies, use of facilities, and rules of conduct for visitors.
- Establish, support, and participate in library public relations.
- Advocate at the city, county, state, and federal levels for issues relevant to the Library.
- Provide input and recommendations for the Library budget.
- Share information about and participate in library events and programming.
- Chair or serve on committees of the Board as necessary.
- Review board agenda and information prior to the meeting.
- Suggested active membership in the Friends of the Library.
- Complete the Trustee Certification Program through the Tennessee State Library and Archives.
- Represent the Library Board in the Community.
The Chair presides at meetings of the Board, authorizes calls for special meetings, appoints all committees, executes all documents authorized by the Board, and generally performs all duties associated with the office of Chair.

The Vice-chair acts for and performs the duties of the Chair in the event of the Chair's absence. They also serve as Personnel Chair if the position is unfulfilled.

The Secretary keeps true and accurate minutes of all meetings of the Board, issues notice of all regular and special meetings, and performs such other duties as are generally associated with the office of Secretary. Current minutes are retained on file in the library for public review.

The Treasurer monitors the receiving and recording of all funds from public appropriations, bequests, gifts, and other sources and oversees the maintenance of proper records accounting for same.

Elections
Officers are voted by the Board every fiscal year.

Quorum
A quorum for the transaction of business is 6 members of the Board present in person.
Chair

The Chairperson of the Board of Trustees is elected by Board members to provide leadership and to perform the functions that enable the Board to conduct its business. The Chair conducts meetings in accordance with bylaws and parliamentary procedure. The Chair is also the link to the Library Director and often represents the Library at community events and meetings.

Duties and Responsibilities

- Calls to order and presides over all regular, special, executive, and emergency board meetings. Prepares agendas with director, assures that everyone has the chance to be heard and that topics are fully discussed, facilitates discussion of conflicts.

- Assures that the board follows all open meeting laws and public records requirements.

- Appoints permanent and ad hoc committees, giving specific assignments.

- Signs official documents.

- Assures that the board meets annual timelines and requirements.

- Monitors the progress of committees and provides assistance or finds a way to provide additional assistance if needed.

- Works closely with the director between meetings. Does not make interim decisions unless the board voted to give specific authorization.

- As the presiding officer, the chair may work with the library director and others on major issues such as library finance, building projects, or other critical issues.

- Assures that board members plan continuing education opportunities in order to strengthen the board.

- Acts as chief advocate for the board to the community, to governmental officials, and to local organizations.
Vice-chair

The Vice-chair supports the Chair in order to fulfill duties in the Chair's absence. They may also serve as Personnel Committee Chair if the position is unfulfilled.

Duties and Responsibilities

- Conducts board meetings and handles board business in the absence of Chair. Presides when Chair temporarily vacates the Chair.

- If the Chair is absent for several meetings the Vice-chair will exercise all duties of the Chair. If the Chairperson is consistently unable to preside at meetings and accomplish the Chairperson’s duties, the Vice-chair may place a discussion item on Board agenda requesting the Chair to resign or for Board members to pass a resolution requesting appointing authorities to dismiss the Chair and appoint a new Board member.

- May be delegated responsibility for monitoring progress and providing assistance to committees if the Board's workload is heavy, or if there are many deadlines.

- May represent the Board at community meetings, to other governmental units, and to local organizations.
Secretary

The Secretary will work closely with the Library Director to accomplish responsibilities. The Secretary and Treasurer may be held by the same person if one position stands unfulfilled.

Duties and Responsibilities

- Accurate Board minutes and records that meet the open public records requirements.

- Issuing legal notices for regular, special, executive and/or emergency meetings.

- Maintaining official Board records – this includes agendas, minutes, policy handbooks, information on appointment and terms of board members, committee appointments and reports, etc.

In addition, the secretary:

- Acts as the board parliamentarian.

- Receives and distributes Board correspondence, assuring that the board or library director promptly handles communications.

- May write or edit board communications, studies, reports, resolutions, etc.

- May represent the board at community meetings, to other governmental units, and to local organizations.
Treasurer

The Treasurer works closely with the library director concerning board evaluation of library financial status, so understanding of fiscal procedures, budget practices, and financial structures is advantageous. The Secretary and Treasurer may be held by the same person if one position stands unfulfilled.

Duties and Responsibilities

- Chairs the Board budget and Finance Committee that recommends financial goals to the Board as a whole.

- May work with Director to structure the format of fiscal reports presented to the Board so the content is clear and exceptions or unusual expenditures are highlighted.

- May represent the board at community meetings, to other governmental units, and to local organizations.
Committees

The following committees are appointed by the Chair as standing committees and shall make recommendations to the Board as pertinent to Board meeting agenda items:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
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<tbody>
<tr>
<td>Finance</td>
<td>Chaired by treasurer, helps prepare and present annual budget, manages investment funds</td>
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<tr>
<td>Personnel</td>
<td>Deals with library staff, recommends salary revisions. Often chaired by the Vice-chair.</td>
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<tr>
<td>Property</td>
<td>Property maintenance, major upkeep and repair</td>
</tr>
<tr>
<td>Community Relations</td>
<td>Public relations, media promotions</td>
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<tr>
<td>Nominating</td>
<td>Appointed by the Chair prior to the election of officers and presents a slate of officers at the designated meeting.</td>
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<tr>
<td>Ad Hoc</td>
<td>Other committees for special purposes may be appointed at the discretion of the Chair or by vote of the Board.</td>
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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Freedom to Read Statement

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

I. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

II. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

III. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

IV. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

V. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

VI. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

VII. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

I. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

II. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

III. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

IV. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

V. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**
Welcome!

We are happy to have you here and look forward to working with you during your term.