

## RESOLUTION NO. 293

### RESOLUTION ADOPTING THE MOUNT CARMEL LIBRARY POLICIES AND MOUNT CARMEL LIBRARY BOARD BY-LAWS.

**WHEREAS,** the Mount Carmel Library Board has recommended adopting the attached Library Policies and Library Board By-laws; and


**WHEREAS,** to the extent that any other Resolution or Ordinance presently existing is conflicting in any way with the provisions of these Library Policies and/or Library Board By-laws, this Resolution supersedes any previously adopted policy; and

**WHEREAS,** the public health and welfare require it;

**NOW, THEREFORE, BE IT RESOLVED** that the attached, Exhibit A, the "Mount Carmel Library Policies," and Exhibit B, the "Mount Carmel Library Board By-laws" are adopted by the Board of Mayor and Aldermen of the Town of Mount Carmel;

**THIS** Resolution shall become effective immediately, the public welfare demanding it.

**A D O P T E D** this the 26 day of August, 2003.

  
\_\_\_\_\_  
GARY W. LAWSON, Mayor

**ATTEST:**

  
\_\_\_\_\_  
NANCY CARTER, Recorder

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
LAW OFFICES OF MAY & COUP

FIRST READING	AYES	NAYS	OTHER
Alderman Henry Bailey	✓		
Vice-Mayor Eugene Christian	✓		
Alderman Paul Hale	✓		
Mayor Gary Lawson	✓		
Alderman Tresa Mawk	✓		
Alderman Thomas Wheeler	✓		
Alderman Wanda Worley	✓		
<b>TOTALS</b>	7	0	0

PASSED FIRST READING 8-26-03

**Mt. Carmel Library Board  
By-Laws  
(approved \_\_\_\_\_)**

**I – MEETINGS**

The regular monthly meetings of the Mt. Carmel Library Board shall be held on the 3<sup>rd</sup> Tuesday of each month at 7:00 PM at the Mt. Carmel Library, or at such other place as may be designated by the board.

Special meetings may be called by the chairman or upon request of the majority of the members. E-mail or phone notification will be used to notify each member of the board at least two days in advance of such meeting.

**II – OFFICERS**

The Mt. Carmel BMA shall elect members of the board. The board shall elect a Chairman and may elect a Vice-chairman and Secretary.

The Chairman shall preside at all board meetings, appoint all committees, authorize calls for special meetings and shall generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-chairman shall serve as temporary Chairman.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all board meetings; shall have custody of the minutes and other records of the board and shall be responsible for keeping these records on permanent file at the Library; and shall notify the appointing body (Mt. Carmel BMA) of any vacancies on the board.

**III – COMMITTEES**

The Chairman, with the approval of the board, may appoint special committees for the study and investigation of special problems to serve until the completion of the work for which they were appointed.

**IV – QUORUM**

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

## **V – LIBRARIAN**

The Librarian shall have charge of the administration of the Library and its services, under the advice of the Library board. The Librarian, as Department Head, is responsible for the care of the building and equipment, for the direction 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 Librarian should attend all board meetings.

## **VI – ORDER OF BUSINESS**

The order of business at regular meetings shall be as follows:

1. Call to order
2. Approval of minutes of last meeting
3. Unfinished business
4. Reports of committees
5. New business
6. Adjournment

## **VII – NEW MEMBERS**

The board shall recommend to the Mt. Carmel BMA new members to fill vacancies on the board. The board shall not recommend any person to serve more than two terms consecutively.

## **VIII – AMENDMENTS**

These by-laws may be amended at any regular meeting of the board with a quorum present, by the majority vote of the members present; provided written notice of the proposed amendment shall be mailed at least ten days prior to the meeting at which such amendment is to be voted upon.

**Mt. Carmel Library Policies**  
(Approved \_\_\_\_\_)

**I – Hours of Operation**

Mt. Carmel Library hours are as follows:

Monday	12:00pm-8:00pm
Tuesday	12:00pm-6:00pm
Wednesday	12:00pm-6:00pm
Thursday	12:00pm-6:00pm
Friday	12:00pm-6:00pm
Saturday	Closed
Sunday	Closed

Hours may be changed as needed due to public need/use and or budget considerations.

**II – Powers and Duties of the Librarian**

A complete job description for the position of Head Librarian may be found in Appendix A. This will include essential functions, performance standards, qualifications, and working conditions.

**III – Powers and Duties of other Employees**

A complete job description for all other employees may be found in Appendix B. This will include essential functions, performance standards, qualifications, and working conditions.

**IV – Meeting Rooms for Public Use**

Mt. Carmel Library does not have facilities for private individual/group meetings.

## **V – Rules for Use of the Library**

1. New patrons shall show proof of a Hawkins County address in order to apply for a library card. Residents of surrounding counties may also apply free of charge. Library Card Application may be found in Appendix C.
2. First time checkouts will be allowed 2 books.
3. There will be a two-week check out for all materials other than videos. Materials may be renewed once.
4. Videos can be checked out for two days. There will be a 3-video limit.
5. There will be a 10-item limit for each patron.
6. Children can become patrons. Parents must sign card application. Pre-school, Child, or Youth cards may not check out videos. The Mount Carmel Library staff will not restrict the circulation of books based on age. Parents are wholly responsible for monitoring the appropriateness of materials their children check out.
7. The late fee will be \$1.00 per day for videos and 10 cents per day for all other materials. The maximum fine will be \$20.00. No more items may be checked out if an item is 30 days overdue or if there is a fine of more than \$5.00 pending.
8. The copier fee rate is 25 cents per copy. Fax machine rate is \$1.00 per transmission.
9. An item by request will be held for 24 hours for a patron.
10. The Mount Carmel Library Computer Policies/User Agreement found in Appendix D shall govern all computer use by patrons.

The Mt. Carmel Library prohibits the following:

1. Use of any tobacco products in any part of the building
2. Eating and/or drinking in public service areas, except for official library functions
3. Pets, with the exception of service animals
4. Loud or abusive language
5. Action which is disruptive to others
6. Selling or solicitation of any kind
7. Distribution of leaflets or similar literature
8. Vandalism/damage to library property

Library staff may ask a patron to leave the library if he/she is observed to be in violation of any of these regulations. Law enforcement officials may be called if necessary.

## **VI – Library Staff Personnel Policies**

All questions regarding personnel matters should be directed to the Mount Carmel City Employee Handbook.

## **VII – Required Employee Reports**

Head Librarian will be required to complete annual reports to the Tennessee State Library Archives. Annual, monthly, and daily circulation reports are also required in anticipation of annual reports. Time cards and other reports will be required as needed.

Assistant Librarian will be required to complete daily circulation reports, time cards, and other reports as needed.

## **VIII – Acceptance of Donations and Gifts**

Mount Carmel Library will accept donation of books. All books determined unacceptable for Library use (condition, quantity on hand, appropriateness) will be sold in a book sale to benefit the Library.

Monetary donations may also be accepted. Acquired funds will go through Mount Carmel bookkeeping and be sent to appropriate Mount Carmel Library budget line item. Money will only be used for the Library.

## **VIII – Book Selection**

The Head Librarian will have determining factor in book selection. Librarian will consider any suggestions.

The following criteria may be used:

1. Educational significance
2. Value commensurate with cost and/or need
3. Reputation and significance of the author, producer, and publisher
4. Favorable reviews found in standard selection sources
5. Library need in respect to collection growth
6. Public requests

**Position:** Head Librarian

**Accountability:** Mt. Carmel Board of Mayor and Alderman

**Summary of Work:** Under the policy guidance and direction of the BMA, the Head Librarian shall perform the administrative, supervisory and professional work in planning and delivering library services.

**Nature of Work:**

- \*Planning and coordinating activities related to library operation while in frequent contact with public and maintaining contact with other departments and professional groups.

**Essential Functions:**

- \*Oversees the daily operation of the library, while supervising other library staff
- \*Maintains budget, financial and activity reports, and presents such information to the BMA
- \*Maintains membership in professional organizations
- \*Remains informed concerning library-related issues
- \*Assists in the activities of the Library Board
- \*Communicates with civic groups and elected officials regarding library issues
- \*Writes grant proposals
- \*Plans and develops Summer Reading programs
- \*Must be able to lift up to 25 pounds
- \*Performs other related duties as required

**Job Performance Standards:**

- \*Provides well-rounded library services within budgetary constraints
- \*Performs assigned duties
- \*Organizes and supervises library programs and services effectively
- \*Promotes library services
- \*Executes supervisory duties
- \*Provides information and assistance to the Library Board and Mt. Carmel BMA
- \*Remains informed concerning contemporary library issues
- \*Maintains accurate records, prepares and submits accurate reports
- \*Operates within approved budget
- \*Observes work hours
- \*Demonstrates punctuality
- \*Deals tactfully with the public, and displays a commitment to public services
- \*Establishes and maintains effective working relationship with fellow employees, and the public
- \*Demonstrates the proper dress for library employees



- \*Selects and de-selects library materials in one or more subject areas based on knowledge of budget available, and collection size, analysis of community past usage patterns and other criteria; processes discarded materials
- \*Collects, maintains and reports statistical records for a variety of library measures
- \*Utilizes online computerized cataloging system; assigns access points for materials; establishes new bibliographic computer records in accordance with recognized standards

**Related Functions:**

- \*Responsible for the library and security and safety of building
- \*Selects, orders, receives, distributes, stores and inventories supplies; maintains budget accounts for materials ordered
- \*Participates on library, City or cooperative library system committees
- \*Assists public in use of a variety of library equipment
- \*Performs related duties and responsibilities as required

**Minimum Qualification:**

- \*Sufficient education, training and/or work experience to demonstrate possession of adequate knowledge, skills, and abilities.
- \*College degree or a combination of related experience and training substantially equivalent to graduation from a college or university

**Working Conditions:**

Work in a library environment often directly with public; sustained posture in a standing, walking or seated positions for prolonged periods of time; some bending, lifting, or pushing may be required; performs repetitive, small hand and arm motions for prolonged periods of time;

**Position:** Assistant Librarian

**Accountability:** Head Librarian and Mr. Carmel Board of Mayor and Alderman

**Summary of Work:** Under the general supervision of the Head Librarian, performs professional and technical work in operating and maintaining the public library.

**Nature of Work:**

- \*Completes duties in processing materials and public requests related to library operation
- \*Has frequent contact with the public
- \*Remains informed concerning library-related issues
- \*Must be able to lift up to 25 pounds
- \*Performs other related duties as required

**Essential Functions:**

- \*Checks out and reshelves books and maintains stacks
- \*Receives application for and grants library cards
- \*Answers questions concerning reference materials, periodicals, and books
- \*Assists patrons in use of library equipment
- \*Issues overdue notices and collects fines
- \*Maintains daily activities worksheet
- \*Instructs students and other in library use
- \*Assists in research requests
- \*Maintains a tranquil library environment
- \*Assists in conducting yearly inventory
- \*Performs other related duties as required

**Job Performance Standards:**

- \*Performs assigned duties
- \*Assists in providing library services
- \*Prepares and submits accurate reports
- \*Performs supervisory function in absence of Head Librarian
- \*Maintains contemporary knowledge of library practices
- \*Observes work hours
- \*Demonstrates punctuality
- \*Displays tact and patience when dealing with the public
- \*Establishes and maintains effective working relationships with fellow employees, supervisors, and the public
- \*Dresses professionally

**Minimum Qualifications:**

\*Sufficient education, training, and/or work experience to demonstrate possession of adequate knowledge, skills, and abilities

\*College degree or a combination of related experience and training substantially equivalent to graduation from a college or university

**Working Conditions:**

\*Work in a library environment often directly with public; sustained posture in a standing, walking or seated positions for prolonged periods of time; some bending, lifting, or pushing may be required; performs repetitive, small hand and arm motions for prolonged periods of time;