



**Monday, January 26, 2026, 5:00 p.m.
Council Chamber, Murfreesboro City Hall**

Agenda for Special Called Meeting

1. Call to Order
2. Welcome
 - Lynn Reynolds
3. Public Comments (Agenda & non-agenda items)
4. Discussion/Approval of the Proposed Budget for FY 2026-27
5. Old Business
 - \$10,000 donation for the SPL
 - Policy Changes
 - ✓ PM 102 – Chapter Organization
 - ✓ PM 103 – Library Bill of Rights
 - ✓ PM 104 – ALA Code of Ethics
 - ✓ PM 105 – Freedom to Read Statement
 - ✓ PM 106 – Freedom to View Statement
 - ✓ PM 107 – ALA Guidelines for Development of Policies & Procedures
 - ✓ PM 108 – Technology Training Assistance
 - ✓ PM 203 – Internet Use
 - ✓ PM 307 – Use of Facility, Bookmobile
 - RCLS Bylaw Changes
 - ✓ Article III, Section 1 – Officers of the Board
 - Add Facilities Maintenance Liaison

- ✓ Article III, Section 2
 - Delete “*except the Nominating Committee*”
 - Delete “*The Chair shall appoint all standing committees at the July meeting, the members to serve for a one (1) year term. Each committee shall have three (3), five (5), or seven (7) members to avoid tie votes.*”
- ✓ Article IV – Committees
 - Delete Section 1 – Budget & Finance
 - Delete Section 2 – Bylaws & Policies
 - Delete Section 3 – Development & Acquisitions
 - Delete Section 4 – Facilities Maintenance
 - Delete Section 5 – Nominating
 - Delete Section 6 – Personnel
 - Delete Section 7 – Strategic Planning

6. New Business

7. Adjournment

Memo

To: Budget & Finance Committee

From: Luanne James

Date: November 20, 2025

Re: Budget packet for 2026/27

Attached you will find the proposed budget summary for 2026/27 for review that includes a 5% COLA and a 3% average performance evaluation increase. This budget will need full Board approval before submission to the governmental entities beginning in February.

The following are the main sources of increase in our budget for the coming year:

1. Administration Services

- Since Bookmobile and Historic Research Center serve the whole county, these departments will be classified as a part of Admin rather than Linebaugh sharing the cost of operations among all funding bodies.
- A study of percentages based on salaries and insurance by branch compared to total budget to calculate what percentage of administrative costs each branch should be responsible for in regards to salaries and insurance. New calculations are:
 - LIN 69%
 - SMY 20%
 - MGL 4%
 - EAG 2%
 - TEC 5%
- A study of percentages based on number of employees, square footage, and percent of total budge to determine split for invoices. New calculations are:
 - LIN 53%
 - SMY 30%
 - MGL 6%
 - EAG 3%
 - TEC 8%

2. Maintenance Contracts

- The addition of security at Linebaugh where previously this was approved as coming from the fund balance.

3. Repairs & Maintenance

- Adding funds back into the budget for repairs and preventative maintenance.

4. New Positions/Payscale Changes

- Assistant Director- New Position

- Bookmobile Coordinator & Historical Research payscale update to Branch Supervisor. Restructure to include as ADMIN positions.
 - Part time to Full time positions ADMIN-1, LIN-1, MGL-1 (Youth Services Coordinator Payscale)
 - New Part time positions- ADMIN- 4, SMY-2, MGL-1, EAG-1, TEC-1
5. Digital Funding
- We have added Hoopla back to the budget
6. Not included in the budget is an additional request for Capital Improvements which is attached as a separate sheet.

[illegible]

LOCATION	2026-27	2027-28	2028-29	2029-30	2030-31		RUTH CO	MURFREESBORO	SMYRNA	EAGLEVILLE
ADMIN										
Smart Lockers	\$70,000									
HRC Tables & Chairs	\$8,075									
TOTAL	\$78,075									
LINEBAUGH										
Replace Flooring	\$235,000									
Admin Projects	\$41,380									
TOTAL	\$276,380						\$154,773	\$121,607		
SMYRNA										
Road Repair	\$110,000									
ADA Furniture	\$37,500									
Admin Projects	\$23,423									
TOTAL	\$170,923						\$95,717		\$75,206	
MGL										
Admin Projects	\$4,685									
TOTAL	\$4,685							\$3,903		
EAGLEVILLE										
Admin Projects	\$2,342									
TOTAL	\$2,342						\$1,312			\$2,061
TEC										
Furniture	\$1,400									
Parking Lot	\$15,000									
Admin Projects	\$6,246									
TOTAL	\$22,646						\$12,682	\$9,964		
						TOTAL	\$264,482.96	\$135,474.44	\$75,206.12	\$2,061.40

RUTHERFORD COUNTY LIBRARY SYSTEM AGREEMENT FOR NAMING RIGHTS

In recognition of the efforts being made by the Board of Directors of the Rutherford County Library System to obtain additional funds to develop and construct, and to support the future enhancements of study rooms, the undersigned intends to establish by a gift of \$10,000.00, as a naming opportunity to be known as Alice and Nathan Freeman Meeting Room. It is the donor's wish that the study room enhancement located in the Teen Area of Smyrna Public Library be named for Alice and Nathan Freeman and marked with an appropriate plaque.

This naming right, in accordance with the attached Board policy (PM-308), will remain in place for a period of at least 25 years, but naming rights will not extend beyond the normal life of the facility.

The Board of Directors of the Rutherford County Library System and donors named in this Agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this Agreement.

Nathan and Alice Freeman
Printed Name of Donor

Alice Freeman
Signature of Donor

12/26/25
Date

Acknowledged by Board Chair

Date

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-102

First Adopted: May 16, 2022

Last Revised:

Subject: Chapter Organization

Approved: Rollie Holden, Jr., Board Chair



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- a) Chapter 1 contains an overview, glossary of terms, chapter organization ~~and American Library Association (ALA) documents~~ used in the Policy Manual. These policies are grouped together under the chapter title of “Introduction ~~and ALA Documents.~~”
 - 1. Policies in this chapter establish the purpose and organization of the Policy Manual and provide a glossary of terms used throughout the Policy Manual.
 - 2. ~~These policies also include ALA resources adopted by RCLS that act as guidelines supporting the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment.~~
 - b) Chapter 2 contains policies applicable to use of the System by and for patrons. These policies are grouped together under the chapter title of “Patrons.”
 - 1. Policies in this chapter provide general guidelines for usage by patrons of all ages of RCLS facilities.
 - 2. These policies also cover borrowing privileges, children in the library, internet use, rules of conduct, confidentiality of records, and use by non-county residents.
 - c) Chapter 3 contains policies applicable to use of RCLS facilities. These policies are grouped together under the chapter title of “Facilities.”
 - 1. Policies in this chapter provide general guidelines for the system-wide usage of all RCLS facilities.
 - 2. These policies also cover guidelines/rules particular to individual RCLS facilities, including the use of meeting spaces/recording studios, naming rights for all or specific areas of facilities, and emergency/planned closures and procedures.
 - d) Chapter 4 contains policies applicable to the development and maintenance of RCLS collections. These policies are grouped together under the chapter title of “Collection Development.”

1. Policies in this chapter govern the development and maintenance of RCLS collections and provide library staff with the information necessary for the fulfillment of their responsibilities in the management of said collections.
 2. Policies in this chapter specify the types and formats of library materials within the collection and explain the basis for collection development decisions.
 3. This chapter also communicates to the general public RCLS's collection policies and procedures.
- e) Chapter 5 contains various documents providing guidance for RCLS. These policies are grouped together under the chapter title of "Miscellaneous."
1. Policies in this chapter provide general guidelines and expectations for the RCLS Board of Directors (including ethical standards) and volunteers.
 2. Policies in this chapter emphasize the importance of plans for strategic planning, technology, and community relations.
- f) Chapter 6 contains regulations and best practices for the financial operations of RCLS. These policies are grouped together under the chapter title of "Internal Controls."
1. Policies in this chapter serve to list and define the internal controls practiced by RCLS for its financial operations and ensure that documented rules for best practices are in place; that separation of duties are well defined; and, that the objectives of reporting and compliance are established and achieved.
 2. These policies are derived from various financial best practices, state and federal laws, and regulations and policies.
- g) Chapter 7 contains various forms referred to throughout the Policy Manual. These policies are grouped together under the chapter title of "Forms."

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-103

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Library Rights Charter

Approved: Rollie Holden, Jr., Board Chair



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- a) RCLS public library is a public forum for information and ideas. The following principles guide our services:
1. We provide books and other resources to inform, educate, and enrich everyone in our community. Materials are selected for their value, not excluded because of the creator's origin, background, or viewpoints.
 2. We offer materials and information representing diverse perspectives on current and historical issues. Materials will not be banned or removed because of partisan or doctrinal disagreement.
 3. We oppose censorship and actively work to ensure access to information and ideas.
 4. We collaborate with individuals and groups who resist restrictions on free expression and open access to ideas.
 5. No one will be denied the right to use the library because of origin, age, background, or beliefs.
 6. Public meeting rooms and exhibit spaces provided by the library are made available equitably to community members and groups, regardless of their beliefs or affiliations.
 7. Everyone has a right to privacy and confidentiality in their use of the library. We advocate for and protect patron privacy, safeguard library use records, and limit collection, retention, and disclosure of personally identifiable information.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-103

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Library Bill of Rights

Approved: Rollie Holden, Jr., Board Chair



a) ~~The Library subscribes to the Library Bill of Rights of the American Library Association which affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:~~

- ~~1. "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.~~
- ~~2. 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.~~
- ~~3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.~~
- ~~4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.~~
- ~~5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.~~
- ~~6. 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.~~
- ~~7. 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."~~

American Library Association. Library Bill of Rights. Amended January 29, 2019. Retrieved from ala.org/advocacy/intfreedom/librarybill.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-104

First Adopted: February 1, 2021

Subject: Ethical Guidelines

Approved: Rollie Holden, Jr., Board Chair



RCLS affirms and makes public the ethical principles that guide the work of librarians, information professionals, trustees, and staff.

Ethical dilemmas arise when values conflict. Our Code of Ethics names the values we uphold and defines our responsibilities in a changing information landscape.

As stewards of selection, organization, preservation, and dissemination of information, we play a vital role in a democratic society that depends on informed citizens. We are committed to intellectual freedom and the free flow of information for present and future generations.

These principles are stated broadly to guide ethical decision-making; they provide a framework rather than rigid rules for every situation.

- I. We provide the highest level of service to all patrons through well-organized resources, equitable policies, fair access, and accurate, unbiased, and courteous responses to requests.
- II. We uphold intellectual freedom and resist efforts to censor library materials.
- III. We protect patrons' privacy and confidentiality regarding information sought, received, or used, and the resources consulted, borrowed, acquired, or transmitted.
- IV. We respect intellectual property rights and seek a fair balance between the needs of information users and the rights of creators.
- V. We treat colleagues and coworkers with respect, fairness, and good faith, and support employment conditions that protect the rights and welfare of all staff.
- VI. We do not advance private interests at the expense of patrons, colleagues, or the library.
- VII. We separate personal convictions from professional duties and do not let personal beliefs interfere with fair representation of the library's mission or access to its resources.
- VIII. We pursue excellence by maintaining and improving our knowledge and skills, encouraging professional development among coworkers, and supporting those who aspire to join the profession.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM 104 First Adopted: February 1, 2021

Subject: American Library Association Code of Ethics

Approved: Rollie Holden, Jr., Board Chair  _____

"As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. ~~We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.~~
- II. ~~We uphold the principles of intellectual freedom and resist all efforts to censor library resources.~~
- III. ~~We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.~~
- IV. ~~We respect intellectual property rights and advocate balance between the interests of information users and rights holders.~~
- V. ~~We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.~~
- VI. ~~We do not advance private interests at the expense of library users, colleagues, or our employing institutions.~~
- VII. ~~We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.~~
- VIII. ~~We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession."~~

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANULA

Section No.: PM-105

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Freedom to Read Statement

Approved: Rollie Holden, Jr., Board Chair

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- a) RCLS affirms the essential role of the freedom to read in a democratic society. The following principles guide our commitment:

The freedom to read is vital to democracy and must be defended against efforts to remove or limit access to reading materials, censor school content, label views as “controversial,” compile lists of “objectionable” works, or purge library collections. Such actions threaten free expression and the public interest in preserving open access to ideas.

We trust individuals to exercise critical judgment and to distinguish propaganda and misinformation from valuable ideas. We will not trade our heritage of a free press for protection against viewpoints some consider harmful.

Attempts to suppress ideas extend beyond books to education, media, art, and the internet. Even the fear of scrutiny can lead to voluntary self-censorship, which narrows public discourse and harms democratic resilience—especially during times of rapid social change.

Reading enables new and marginal ideas to reach audiences, supports the development of thought, and is essential to the accumulation and organization of knowledge. The written word is a primary medium for original contributions to social growth and serious public discussion.

Free communication and a diversity of expression are necessary to preserve a free society and creative culture. Communities must jealously guard the freedom to publish, circulate, and read a wide range of viewpoints so readers may choose for themselves.

We therefore affirm these propositions for library practice:

1. It is in the public interest for libraries, publishers, and booksellers to make available a broad diversity of views and expressions, including those that are unorthodox, unpopular, or controversial.

2. Libraries and publishers are not required to endorse every idea they provide; they serve the public by enabling access to a wide range of viewpoints rather than imposing their own standards of taste, politics, or morality.
3. Libraries should not bar access to works because of the author's background, beliefs, or affiliations; selection should be based on the work's value, not the creator's personal history.
4. Libraries oppose efforts to coerce others' tastes, limit adults to materials deemed suitable for younger readers, or restrict writers' artistic expression. Parents and educators should guide young readers and teach critical thinking rather than rely on suppression.
5. Libraries reject labeling that prejudices an expression or its author as subversive or dangerous; readers are capable of making their own judgments without such preconceptions.
6. Libraries must contest attempts by individuals, groups, or government to impose their standards on the community or to curtail public access to information.
7. Libraries have an affirmative responsibility to provide materials that enrich the quality and diversity of thought and expression; the best response to a book one dislikes are to provide better books and more perspectives.

These principles reflect our conviction that free access to ideas is essential—even when those ideas are offensive to some—and that preserving the freedom to read strengthens our community's capacity to confront controversy, adapt, and thrive.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-105

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Freedom to Read Statement

Approved: Rollie Holden, Jr., Board Chair



- a) ~~The Library subscribes to the Freedom to Read Statement prepared jointly by the American Library Association and the American Book Publishers' Council which states:~~

~~"The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.~~

~~Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.~~

~~These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.~~

~~Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps~~

open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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:

1. *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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- ~~2. 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.~~

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- ~~3. 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.~~

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- ~~4. 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.~~

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- ~~5. 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.~~

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It

presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *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.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We

believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours."

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-106

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Access Statement

Approved: Rollie Holden, Jr., Board Chair



A) RCLS affirms that audiovisual materials are an essential means for the communication of ideas. The following principles guide our practice:

1. We provide broad access to films, videos, and other audiovisual materials because they facilitate the exchange of ideas. Free circulation supports the constitutional guarantee of freedom of expression.
2. We protect the confidentiality of individuals and organizations who use audiovisual materials.
3. We collect and make available audiovisual materials that represent a diversity of views and expressions. Selection does not imply endorsement of content or viewpoints.
4. We offer diverse viewpoints without labeling or prejudging materials based on the moral, religious, or political beliefs of creators or on controversial content.
5. We will contest, through lawful means, any encroachment on the public's freedom to view.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM 106

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Freedom to View Statement

Approved: Rollie Holden, Jr., Board Chair



a) ~~The Library subscribes to the Freedom to View Statement prepared jointly by the American Library Association and the American Book Publishers' Council which reads:~~

~~"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:~~

- ~~1. 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.~~
- ~~2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.~~
- ~~3. 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.~~
- ~~4. 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.~~
- ~~5. 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."~~

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-107

First Adopted: February 1, 2021

Subject: User Conduct and Access Policy Development Guidelines

Approved: Rollie Holden, Jr., Board Chair _____


RCLS is committed to ensuring effective service delivery and full public access to resources. To protect the use and enjoyment of the library by all patrons, we maintain policies and procedures addressing behaviors that interfere with others. These rules are developed within the applicable federal, tribal, state, and local law, including the First and Fourteenth Amendments.

A public library has a significant government interest in preserving an environment that allows everyone to exercise their right to receive information. To protect patrons and staff from harassment, threats, and harm, to safeguard library materials and facilities, and to preserve access for all, the library may impose reasonable restrictions on the time, place, or manner of access. Such restrictions should be narrowly tailored to serve legitimate objectives and consistent with the library's role as a forum for information and ideas.

Guidelines for Developing User Behavior and Access Policies

- The following adapted guidelines should inform the development, review, and implementation of user-behavior policies for publicly supported libraries:
- Align policies with the library's commitment to intellectual freedom.
- Rely on existing laws and law-enforcement mechanisms to address behavior that threatens public safety or constitutes criminal activity.
- If the library's governing body adopts local rules, cite the statutes or ordinances that provide authority for those rules.
- Adopt reasonable, narrowly focused policies that prevent interference with others' use of library services or activities inconsistent with the library's mission.
- Review policies regularly and obtain legal counsel as needed to ensure compliance with federal, tribal, state, and local law.
- Respond promptly, directly, and transparently to behavior issues; use common sense, sensitivity, and de-escalation to resolve incidents constructively.
- Provide ongoing staff training on the user-behavior policy, including service to people with disabilities, marginalized and underserved populations, people experiencing poverty or homelessness, and the cultural and social diversity of the community. Include training tailored to the library's tribal, urban, suburban, or rural context as appropriate.

- Balance competing interests and avoid privileging the majority at the expense of an individual's right to access. Likewise, one person's beliefs should not override the rights of other users.

Ensure that any restrictions on access:

1. apply only to activities that substantially interfere with the public's right of access, the safety of patrons and staff, or the protection of library resources and facilities;
2. are narrowly tailored and no more restrictive than necessary to achieve their aims;
3. are based on actual behavior, not on arbitrary distinctions targeting people by race, ethnicity, national origin, sexual orientation, gender, gender identity, religion, age, disability, or health status;
4. are enforced consistently, without arbitrary or capricious favoritism or discrimination;
5. clearly describe prohibited behavior and the consequences for violation; and
6. outline enforcement procedures, including fair warning and due process.

Prohibited uses of policy:

1. Policies must not target individuals or groups based on assumptions that they might engage in disruptive behavior.
2. Policies must not leave affected users without reasonable alternative access to information.
3. Policies must not be used to restrict access to constitutionally protected speech solely because it is controversial or objectionable to some.
4. Policies must not restrict access merely because a patron provokes anger or annoyance; rules should be based on objective, behavior-focused standards rather than appearance or subjective reactions.
5. Recognizing that disruptive behaviors arise from diverse individual and social circumstances, the library should collaborate with local social service agencies, advocacy groups, mental-health professionals, law enforcement, and other community resources to develop humane, community-based strategies to meet patron needs.

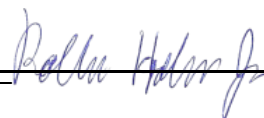
The library will communicate its user-behavior policies clearly and continuously to patrons in the languages commonly used in our community.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM 107 First Adopted: February 1, 2021

Subject: ALA Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage

Approved: Rollie Holden, Jr., Board Chair



~~“To ensure the effective delivery of service and to provide full access to library resources, libraries should develop policies and procedures to address user behavior that may interfere with others’ use and enjoyment¹ of the library. Library governing bodies should approach the regulation of user behavior within the framework of the *Code of Ethics of the American Library Association*, the *Library Bill of Rights*, and federal, tribal, state, and local law, including the First and Fourteenth Amendments.~~

~~There is a significant government interest in maintaining a library environment that is conducive to all users’ exercise of their constitutionally protected right to receive information.² This significant interest authorizes publicly supported libraries to maintain a safe and healthy environment in which library users and staff can be free from harassment and threats to their safety and well being. In order to protect all library users’ right to access library facilities, to ensure the safety of users and staff, and to protect library resources and facilities from damage, the library’s governing authority may impose reasonable restrictions on the time, place, or manner of library access. Since the *Library Bill of Rights* “affirms that all libraries are forums for information and ideas,” all libraries are encouraged to observe these guidelines as they develop policies, regulations, and procedures.~~

~~Policy Checklist—User Behavior and Library Use~~

~~The American Library Association’s Intellectual Freedom Committee recommends that publicly supported libraries use the following guidelines to develop policies and procedures governing the use of library facilities:~~

- ~~— Library policies and procedures governing the use of library facilities should be carefully examined to ensure that they embody the principles expressed in the *Library Bill of Rights*.~~
- ~~— Libraries are advised to rely upon existing legislation and law enforcement mechanisms as the primary means of regulating behavior that involves public safety, criminal behavior, or other issues covered by existing federal, tribal, state, or local law.~~

- ~~— If the library's governing body chooses to write its own policies and procedures regarding user behavior or access to library facilities, services, and resources, the policies should cite statutes or ordinances upon which the authority to make those policies is based.~~
- ~~— Reasonable and narrowly tailored policies and procedures are acceptable when designed either to prohibit a person's interference with others' use of the library and its services or to prohibit activities inconsistent with the library's mission and objectives.~~
- ~~— Such policies and procedures should be reviewed frequently and updated as needed by the library's legal counsel for compliance with federal, tribal, state, and local law.~~
- ~~— Every effort should be made to respond to potentially difficult circumstances of user behavior in a timely, direct, and transparent fashion. Common sense, reason, and sensitivity should be used to resolve issues in a constructive and positive manner without escalation.~~
- ~~— Libraries should develop ongoing staff training programs based on their user behavior policy. Staff training should address the provision of service to people with disabilities, members of marginalized and traditionally underserved populations, and those experiencing poverty and homelessness, as well as the social, economic, and cultural diversity within communities. Training should also address the unique challenges that library workers face in working in tribal, urban, suburban, and rural communities.~~
- ~~— Libraries should attempt to balance competing interests and avoid favoring the majority at the expense of an individual's right to access or use library resources and services. Similarly, libraries should not allow any one person's choice or belief to supersede those of the majority of library users.~~
- ~~— Policies and regulations that impose restrictions on library access should

 - ~~1. apply only to those activities that substantially interfere with the public's right of access to library facilities, the safety of users and staff, and the protection of library resources and facilities;~~
 - ~~2. narrowly tailor prohibitions or restrictions so that they are no more restrictive than needed to serve their objectives;~~
 - ~~3. be based solely upon actual behavior and not upon arbitrary distinctions between individuals or groups based on race, ethnicity, national origin, sexual orientation, gender, gender identity, religious affiliation, age, disability, or disease;~~
 - ~~4. be enforced consistently and not in a manner intended to benefit or disfavor any person or group in an arbitrary or capricious manner;~~
 - ~~5. provide a clear description of the prohibited behavior and the consequences for engaging in that behavior; and~~
 - ~~6. describe the enforcement measures in place, including due process and fair warning.~~~~
- ~~— Policies and regulations that impose restrictions on library access should not

 - ~~1. target specific users or groups based upon an assumption or expectation that they might engage in behaviors that could disrupt library services;~~~~

2. leave those affected without adequate alternative means of access to information in the library;
3. be used to limit library users' access to constitutionally protected speech that may be considered controversial or objectionable by some; or
4. restrict access to the library by persons who merely inspire the anger or annoyance of others. Policies based upon appearance or behavior that is merely annoying, or that generates negative subjective reactions from others, do not meet the necessary standard. Such policies should employ a reasonable, objective standard based on the behavior itself.

The user behaviors addressed in these guidelines are the result of a wide variety of individual and societal conditions. Libraries should take advantage of the expertise of local social service agencies, advocacy groups, mental health professionals, law enforcement officials, and other community resources to develop community strategies for addressing the needs of a diverse population.

The policy and its descriptions should be continuously and clearly communicated to all library users in all languages in common use in the library's communities.

¹-The word "enjoyment" is used in a number of court decisions addressing regulation of library users' behavior and appearance. For example, the seminal *Kreimer v. Morristown* decision states that libraries may adopt regulations that prevent individuals from "unreasonably interfering with other patrons' use and enjoyment of the Library." In the law, the usage "quiet enjoyment" is used to refer to undisturbed occupancy and use of a space or property.

²-*Kreimer v. Bureau of Police for Morristown*, 958 F.2d 1242 (3d Cir. 1992)

Definitions

Due process: The principle, encapsulated in the Fifth and Fourteenth Amendments, that neither the federal nor state and local governments may deprive of life, liberty, or property without appropriate legal procedures and safeguards, such as a right to appeal an adverse decision by a court or a government agency.

Protected speech: Speech that is protected from government censorship or regulation under the First Amendment, as interpreted by the U.S. Supreme Court. Under the law, speech is considered protected speech until a court determines that it falls into a category of unprotected speech. The U.S. Supreme Court has identified several categories of speech that are unprotected by the First Amendment.

Publicly supported libraries: Libraries established by a government entity or libraries that received the majority of their financial support from government funding.

Significant or Compelling government interest: A term used by courts when assessing the burden of government regulation or action upon the exercise of a fundamental right, such as freedom of speech. For sure a rule to withstand constitutional challenge, the government must show more than a merely important reason for the rule. The reason for the rule must be compelling; that is, it must be so important that it outweighs even the most valued and basic freedom it negatively affects.

Strict scrutiny: Test applied to determine whether a restriction on speech is unconstitutional under the First Amendment. To justify a restriction on speech, the government must show that: (1) it has a compelling interest in enforcing the restriction; (2) the restriction is narrowly tailored to achieve that compelling interest; and (3) there is no less restrictive alternative to achieving that interest.

Unprotected speech: Speech or expressive activity that is not protected by the First Amendment. The main categories of unprotected speech identified by the U.S. Supreme Court include obscenity, child pornography, defamation and expression intended and likely to incite imminent lawless action, such as fighting words or true threats."

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-108

First Adopted: May 17, 2021

Subject: Technology Training and Assistance

Approved: Cody York, Board Chair _____

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- a) While RCLS is a Level V library system under the Standards, it is RCLS policy to provide the patrons with books, digital literacy, full reference services in print and online, programming for all ages, TAB (Teen Advisory Board), R.E.A.D.S. (Regional eBook & Audiobook Download System), and TEL (Tennessee Electronic Library). Being a Level V system, our patrons will have the opportunity to engage in one-on-one training available for patron-owned devices by appointment for at least 30-minute sessions. In addition, the System shall maintain a collection of technology devices for loan for staff development and programming purposes.
- b) **TN Standards for Public Libraries – Standards for Services – All Levels:**
1. participate in statewide interlibrary loan through the statewide courier;
 2. provide programming for children on a regularly scheduled basis;
 3. provide for non-resident use of library materials and technology;
 4. provide basic information and referral services;
 5. be open a minimum of 20 hours per week, including evening or weekend hours;
 6. host at least one TEL training session for the public and staff annually;
 7. provide one-on-one technology help for patrons on demand for at least 10-minute sessions; and,
 8. provide activities for a summer reading program.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-203

First Adopted: September 19, 2011

Last Revised: February 1, 2021

Subject: Internet Use

Approved: Cody York, Board Chair _____

- a) RCLS makes the Internet accessible in accordance with its mission of providing access to information and resources to meet the needs of its constituency.
- b) RCLS is CIPA [Children's Internet Protection Act] compliant and has blocking software on all public Internet terminals. The blocking software, or filter, is not a perfect system and due to its technological limitations may allow sites that could be harmful to minors and may block access to constitutionally protected material on the Internet. RCLS may allow access to blocked sites for adult patrons 18 and over upon request. Information on the Internet may be reliable and current, or it may be inaccurate, out-of-date, or unavailable. The Internet contains material that is controversial and inappropriate for children. Library users access the Internet at their own discretion.
- c) Parents/legal guardians assume responsibility for anything their children may access on the Internet. Children under 18 must have parents'/legal guardians' approval designated in their patron record to use the Internet. RCLS is not responsible if children violate RCLS and parental rules. Public computers are not under constant employee supervision.
- d) Use of the Library computers and the Internet for any purpose that violates federal state or local laws is prohibited, including:
 - 1. Accessing obscenity and/or child pornography
 - 2. Propagation of computer worms and viruses
 - 3. Attempting to breach the RCLS network and other networks via the Internet
 - 4. Transfer or use of copyrighted materials **without** explicit consent from the owner.
- e) Attempting to modify or delete software and data or installing other software onto RCLS computers is not permitted and will be subject to a revoking of computer and/or Library privileges.

- f) Use of the Internet is a privilege, not a right, and violation of the Internet Use Policy will result in a cancellation of this privilege.

RUTHERFORD COUNTY LIBRARY SYSTEM POLICY MANUAL

Section No: PM-307

First Adopted: September 19, 2011

Last Revised: July 18, 2022

Subject: Use of Facility, **Bookmobiles**

Approved: Cody York, Board Chair _____

- a) The RCLS **Bookmobiles** provide library services in specific locations, such as (but not limited to) neighborhoods, pre-schools and daycares, and adult care facilities. The **Bookmobiles** primarily serve people who may have difficulty visiting brick-and-mortar library locations – including seniors, people with disabilities, children and geographically remote residents of Rutherford County or those who may be disinclined to travel due to inclement weather, health emergencies, or other unexpected circumstances. **The Bookmobiles may be scheduled for special events in addition to regular outreach. Eligible events include (but are not limited to) school functions, civic gatherings, and when beneficial for community engagement, private events. All requests will be considered based on outreach and promotional value.**
- b) Requests for **Bookmobiles** services must be approved by the **Bookmobile Coordinator** and are subject to adjustment by circumstance or the Board. If a request is approved, the Bookmobiles will begin service. If a request is denied, the site will be advised **via email** why the services cannot be given at that time.
- c) In evaluating **Bookmobiles** requests the following points should be considered (with preference being given to non-profit agencies):
 - 1. Population of the site
 - 2. Evidence of interest in service
 - 3. Distance of site to other places of service
 - 4. Service needs
- d) Scheduling the **Bookmobiles and route approval** is the responsibility of the **Bookmobile Coordinator**. The number of visits and the amount of time allotted for each stop may vary according to geographic location, weather conditions, staff availability, and patron use.
 - 1. Each stop will be visited a minimum of 12 times per year (July 1 – June 30) unless the stop is designated for summer purposes only.
 - 2. The length of time scheduled for each station will be based on the needs of the site.
 - 3. A calendar will be generated no less often than semi-annually.

- e) **Bookmobiles** stops may be discontinued for any of the following reasons:
1. Drop in circulation or very low circulation
 2. Lost materials
 3. Books not being taken care of physically
 4. Closure of the facility being served
 5. Unusual or excessively trying circumstances or emergencies
 6. **If Bookmobiles resources are needed elsewhere, based on community demand and organizational priorities.**
- f) Lost or damaged items are the responsibility of the cardholder. Items will be considered lost when they become seven (7) days overdue. Lost items fees are to be paid by the patron at any branch of the RCLS, either in person, by mail, or by phone.
- g) The **Bookmobiles** should carry a wide range of books for children, teens and adult, bestsellers, and large-type (large print) titles in English. Every effort should be made to provide materials of interest to the population at all the stops.
- h) Items not found on the **Bookmobiles** may be put on hold (either by the **Bookmobiles** staff or the patron) and delivered. Requests can be placed in person, by computer or by telephone. Once a requested item becomes available, it will be delivered to the cardholder at the next scheduled visit.
- i) Materials on the **Bookmobiles** circulate for two weeks. They can be renewed twice.
- j) **Bookmobiles** patrons must have a library card with them to check out library materials. Library cards may be issued on the **Bookmobiles**. Children 17 and under need a parent's or legal guardian's signature. Forms are available for children to take home and obtain this needed signature.

BYLAWS OF THE RUTHERFORD COUNTY LIBRARY SYSTEM

ARTICLE I - NAME

Section 1. This organization was established in an Agreement between the City of Murfreesboro and the County of Rutherford, dated the 31st day of July 1957, pursuant to Tennessee Code Annotated, Section 10-3-101--111 and was called "The Board of Directors of Linebaugh Public Library System."

Section 2. Effective October 16, 2017, in accordance with *Tennessee Code Annotated*, Title 10, Chapter 3, Public Libraries in Counties and Cities, the organization's name shall be "Rutherford County Library System" ("RCLS" or "System"), and the name of its governing body shall be "Board of Directors of Rutherford County Library System" ("Board").

ARTICLE II - BOARD

Section 1. The Board shall consist of eleven (11) members, one (1) of whom shall be appointed by the City of Eagleville, two (2) of whom shall be appointed by the Town of Smyrna, four (4) of whom shall be appointed by the City of Murfreesboro and four (4) of whom shall be appointed by Rutherford County. The members shall serve for a term of three (3) years without salary. Beginning with appointments made after July 1, 2017, no member shall serve more than two (2) successive terms. If a member is appointed to complete the unexpired term of another member, that term is not considered as part of the two (2) successive term service limit. Members can be reappointed after a three (3) year break in service.

Section 2. *[Repealed as of July 1, 2022]*. The Board will recommend to the appropriate governing bodies two (2) community members to serve on the Stones River Regional Library Board. One (1) member shall be appointed by the Murfreesboro City Council and one (1) member shall be appointed by the Rutherford County Commission. Stones River Regional Library Board members so appointed who are active members of the Board will have all rights and privileges of members of the Board. A member of the Stones River Regional Library Board who has been absent for three (3) consecutive Board meetings shall be deemed a non-voting, ex-officio member of the Board. These members shall serve for a term of three (3) years without salary. No member shall serve more than two (2) successive terms. Members can be reappointed to the Stones River Regional Library Board after a three (3) year break in service; no break in service is required prior to any appointment to the Board.

Section 3. The Board shall exercise the powers, authority and responsibilities delegated to it by the cities and county in accordance with state law. No member shall take independent action on behalf of the Board without Board approval as expressed in Board policy or by a specific vote.

Section 4. The Board may recommend to the appointing bodies members to fill vacancies on the Board including the reappointment of existing members.

Section 5. The Board shall consider recommending to the appointing body the removal of any member who is absent for three (3) consecutive Board meetings. The Board shall consider the reasons for such absences when making its recommendation.

Section 6. The Board shall select and employ the Director of the Rutherford County Library System ("Director") following a national and/or regional search.

Section 7. The Board shall establish branch libraries when the need arises and funds are secured.

Section 8. The Board shall approve the budget for the System which shall include a separate budget for each branch library.

Section 9. The System shall participate in a service agreement with the Stones River Regional Library.

ARTICLE III - OFFICERS

Section 1. The officers of the Board shall be

- (1) Chair;
- (2) Vice-Chair;
- (3) Secretary;
- (4) Treasurer; and
- (5) Facilities Maintenance Liaison

The officers of the Board shall be elected at the May meeting of the Board to serve a one (1) year term and may serve no more than three (3) consecutive terms except for the Treasurer, who may serve five (5) consecutive terms. Their terms of office shall begin July 1. They shall perform the duties as prescribed by these Bylaws.

Section 2. The Chair shall preside at all meetings of the Board; authorize calls for any special meetings; execute all documents authorized by the Board; serve as an ex-officio non-voting member of all committees and perform the duties of a presiding officer. The Chair shall have the responsibility and authority to appoint ad-hoc committees as needed.

Section 3. The Vice-Chair shall preside at Board meetings in the absence of the Chair.

Section 4. The Secretary shall ensure that true and accurate minutes of all proceedings of the Board are kept. These minutes shall record all members present, all members absent, whether such absence was excused, and all votes and decisions of the Board including a record of all roll call votes. The Secretary shall ensure the timely delivery of all meeting notices and minutes to all Board members. The Secretary shall also arrange for public notice of regular and special meetings of the Board to be given in accordance with state law.

Section 5. The Treasurer shall review the financial status of the System as it relates to budgeted funds; shall be the chair of the Budget and Finance Committee; and, shall invest and/or handle other funds, securities and financial affairs of the System at the direction of the Board. The Treasurer and Director (or Board approved designee for the Director) shall approve all payments made by the System. In the absence of either the Treasurer or the Director, the Chair or Vice-Chair may be substituted. In the absence of the Treasurer, the duties of the Treasurer shall be performed as the Board may designate.

Section 6. The Board shall fill a vacancy in any of the offices.

Section 7. The proceedings of Board meetings should be guided by the principles of *Robert's Rules of Order*, most recent edition, unless contrary to these Bylaws or applicable local, state or federal law.

ARTICLE IV - MEETINGS

Section 1. All meetings of the Board shall be advertised and open to the public in accordance with state law.

Section 2. Notice of regular meetings of the Board shall be given to members at least ten (10) days before the meeting. Notice of special meetings of the Board shall be given to members at least two (2) days before the meeting. If feasible, notices shall be given in writing; methods may include mail and/or electronic mail. In case of emergency, notice may be given by telephone or in person. Notices shall specify the date, time and location of the meeting and, if a special meeting, the purpose(s) of the meeting.

Section 3. Special meetings of the Board may be called by the Chair or by written request of seven (7) members of the Board for the purpose(s) stated in the notice of the meeting.

Section 4. Six (6) members shall constitute a quorum for the transaction of Board business. The Board may take any action upon the favorable vote of a majority of all members then present at a Board meeting except if a special majority is required. A special majority, defined as six (6) favorable votes, is required for the Board to approve the hiring or firing of the Director and for the Board to approve the opening or the closing of any branch library.

ARTICLE V - DIRECTOR

Section 1. The Director shall be the chief executive officer of the System and shall be responsible for all of the System's buildings, equipment and property.

Section 2. The Director shall have sole charge of the administration of the System under the direction and review of the Board.

Section 3. The Director shall select, employ and supervise the staff subject to the policies adopted by the Board.

Section 4. The Director, or Board approved designee, shall review all invoices prior to payment and shall authorize all payments.

Section 5. The Director shall attend all Board meetings and submit written and statistical reports.

ARTICLE VII - GENERAL

Section 1. The fiscal year of the System shall be July 1 to June 30.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws may be amended by a majority vote at any regular meeting of the Board provided that the proposed amendment was provided to all members in writing at least ten (10) days in advance of the meeting.

BYLAWS OF THE RUTHERFORD COUNTY LIBRARY SYSTEM

ARTICLE I - NAME

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Section 2. *[Repealed as of July 1, 2022]*. The Board will recommend to the appropriate governing bodies two (2) community members to serve on the Stones River Regional Library Board. One (1) member shall be appointed by the Murfreesboro City Council and one (1) member shall be appointed by the Rutherford County Commission. Stones River Regional Library Board members so appointed who are active members of the Board will have all rights and privileges of members of the Board. A member of the Stones River Regional Library Board who has been absent for three (3) consecutive Board meetings shall be deemed a non-voting, ex-officio member of the Board. These members shall serve for a term of three (3) years without salary. No member shall serve more than two (2) successive terms. Members can be reappointed to the Stones River Regional Library Board after a three (3) year break in service; no break in service is required prior to any appointment to the Board.

Section 3. The Board shall exercise the powers, authority and responsibilities delegated to it by the cities and county in accordance with state law. No member shall take independent action on behalf of the Board without Board approval as expressed in Board policy or by a specific vote.

Section 4. The Board may recommend to the appointing bodies members to fill vacancies on the Board including the reappointment of existing members.

Section 5. The Board shall consider recommending to the appointing body the removal of any member who is absent for three (3) consecutive Board meetings. The Board shall consider the reasons for such absences when making its recommendation.

Section 6. The Board shall select and employ the Director of the Rutherford County Library System ("Director") following a national and/or regional search.

Section 7. The Board shall establish branch libraries when the need arises and funds are secured.

Section 8. The Board shall approve the budget for the System which shall include a separate budget for each branch library.

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ARTICLE III - OFFICERS

Section 1. The officers of the Board shall be

- (1) Chair;
- (2) Vice-Chair;
- (3) Secretary; and,
- (4) Treasurer.

The officers of the Board shall be elected at the May meeting of the Board to serve a one (1) year term and may serve no more than three (3) consecutive terms except for the Treasurer, who may serve five (5) consecutive terms. Their terms of office shall begin July 1. They shall perform the duties as prescribed by these Bylaws.

Section 2. The Chair shall preside at all meetings of the Board; authorize calls for any special meetings; execute all documents authorized by the Board; serve as an ex-officio non-voting member of all committees, except the Nominating Committee; and perform the duties of a presiding officer. The Chair shall appoint all standing committees at the July meeting with members to serve for a one (1) year term. Each committee shall have three (3), five (5), or seven (7) members to avoid tie votes. The Chair shall have the responsibility and authority to appoint ad-hoc committees as needed.

Section 3. The Vice-Chair shall preside at Board meetings in the absence of the Chair.

Section 4. The Secretary shall ensure that true and accurate minutes of all proceedings of the Board are kept. These minutes shall record all members present, all members absent, whether such absence was excused, and all votes and decisions of the Board including a record of all roll call votes. The Secretary shall ensure the timely delivery of all meeting notices and minutes to all Board members. The Secretary shall also arrange for public notice of regular and special meetings of the Board to be given in accordance with state law.

Section 5. The Treasurer shall review the financial status of the System as it relates to budgeted funds; shall be the chair of the Budget and Finance Committee; and, shall invest and/or handle other funds, securities and financial affairs of the System at the direction of the Board. The Treasurer and Director (or Board approved designee for the Director) shall approve all payments made by the System. In the absence of either the Treasurer or the Director, the Chair or Vice-Chair may be substituted. In the absence of the Treasurer, the duties of the Treasurer shall be performed as the Board may designate.

Section 6. The Board shall fill a vacancy in any of the offices.

Section 7. The proceedings of Board meetings should be guided by the principles of *Robert's Rules of Order*, most recent edition, unless contrary to these Bylaws or applicable local, state or federal law.

ARTICLE IV - COMMITTEES

Section 1. Budget and Finance

The Board Treasurer shall serve as the chair of the Budget and Finance Committee.

The Budget and Finance Committee, in consultation with the Director, shall assist in the preparation of the budget; make revisions and adjustments as required; and, present the previous year's actual budget, the current year's budget, and the proposed budget to the Board for its consideration prior to submittal of the budget to funding bodies.

The Budget and Finance Committee shall review the financial records and make recommendations to the Board regarding all financial affairs including investments and securities held in the name of the Board.

The Budget and Finance Committee shall review the System's insurance to insure adequate coverage for the System's buildings, contents and liability exposures.

Section 2. Bylaws and Policies

The Bylaws and Policies Committee shall review and submit any suggested changes to the Bylaws and Policies of the System as needed and at least every three (3) years.

Section 3. Development and Acquisitions

The Development and Acquisitions Committee shall review gifts offered to the System, other than books and related materials, and shall assist in the development and periodic review of policies regarding acquisitions, gifts and the memorial book plan.

Section 4. Facilities Maintenance

The Facilities Maintenance Committee shall oversee and offer guidance on major maintenance issues concerning any System facility.

Section 5. Nominating

The Nominating Committee shall propose a slate of officers at the May meeting of the Board.

Section 6. Personnel

The Personnel Committee shall review such personnel matters as may be submitted to it by the Director or the Board.

The Personnel Committee shall assist in the review and preparation of job descriptions and salary schedules for System employees.

The Personnel Committee shall review and make recommendations to the Bylaws and Policies Committee and to the Board as to provisions of an employee handbook.

The Personnel Committee shall review any grievances about dismissal and/or any condition of employment from employees other than the Director.

Section 7. Strategic Planning

The Strategic Planning Committee shall review the strategic plan for the System and suggest any changes to the Board at least every three (3) years.

ARTICLE V - MEETINGS

Section 1. All meetings of the Board shall be advertised and open to the public in accordance with state law.

Section 2. Notice of regular meetings of the Board shall be given to members at least ten (10) days before the meeting. Notice of special meetings of the Board shall be given to members at least two (2) days before the meeting. If feasible, notices shall be given in writing; methods may include mail and/or electronic mail. In case of emergency, notice may be given by telephone or in person. Notices shall specify the date, time and location of the meeting and, if a special meeting, the purpose(s) of the meeting.

Section 3. Special meetings of the Board may be called by the Chair or by written request of seven (7) members of the Board for the purpose(s) stated in the notice of the meeting.

Section 4. Six (6) members shall constitute a quorum for the transaction of Board business. The Board may take any action upon the favorable vote of a majority of all members then present at a Board meeting except if a special majority is required. A special majority, defined as six (6) favorable votes, is required for the Board to approve the hiring or firing of the Director and for the Board to approve the opening or the closing of any branch library.

ARTICLE VI - DIRECTOR

Section 1. The Director shall be the chief executive officer of the System and shall be responsible for all of the System's buildings, equipment and property.

Section 2. The Director shall have sole charge of the administration of the System under the direction and review of the Board.

Section 3. The Director shall select, employ and supervise the staff subject to the policies adopted by the Board.

Section 4. The Director, or Board approved designee, shall review all invoices prior to payment and shall authorize all payments.

Section 5. The Director shall attend all Board meetings and submit written and statistical reports.

ARTICLE VII - GENERAL

Section 1. The fiscal year of the System shall be July 1 to June 30.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws may be amended by a majority vote at any regular meeting of the Board provided that the proposed amendment was provided to all members in writing at least ten (10) days in advance of the meeting.