

BYLAWS – BOARD OF TRUSTEES
Polk County Public Library
Polk County, NC

PURPOSE

To support the mission of the Polk County Public Library by adopting library policies, acting as an advocate for and promoter of the library within the community, assisting the Library Director in monitoring and evaluating the library's effectiveness as well as the development of a long range plan, and providing advice and counsel as requested..

GENERAL POLICIES

The North Carolina General Statutes (Chapter 153A, Article 14) authorize the establishment of local public libraries and direct the local body of government to set guidelines.

I. Board Powers and Duties

The County Board of Commissioners reserves the policymaking and regulation formation, supervision and care of the library facilities, appointments of the Library Director, Board of Trustees and all employees, budget development and adoption of functions for itself. Library policy and policy changes are developed by the Library Board for Board of Commissioner approval.

II. Board Membership

The Board of Trustees shall consist of nine voting members appointed by the County Board of Commissioners for rotating three years terms. The terms will begin May 1st and extend through April 30th in the year of expiration. The same person may not serve more than two consecutive full terms (six years). Service for less than a full term, as a result of completing the remainder of a term vacated by a member, does not count toward the two-term limit. Any member of the Board who is absent from more than two consecutive meetings without adequate reason during the year may be removed from the Board. Vacancies shall be filled by appointment of the Board of Commissioners.

Composition of the Board will also include the following non-voting ex-officio members: Library Director, Friends of the Library liaison and County Board of Commissioners liaison. The Board will also designate a member to represent the Board as liaison to the Friends of the Library Board.

III. Meetings

The Board shall meet regularly and at least quarterly; and more often as needed. Meetings will be held at the Library. Changes to the date, time and place shall be set by vote of the membership. The schedule for regular meetings shall be posted on the library's web site and all regular meetings shall be open to the public.

The annual meeting may be held at the time of the regular quarterly meeting in April.

Special meetings may be called by the Chairperson or on the written requests of three members for the transaction of business stated in the call for the meeting.

Notices of all meetings shall be sent to the members by the Secretary or the Library Director at least five days before the meeting.

A quorum of the Board shall consist of five voting members and is required for the transaction of business.

IV. Officers

Officers of the Board shall be chosen for a one-year term at the regular annual meeting of the Board in April and shall be as follows: Chairperson, Vice Chairperson and Secretary.

The Chairperson of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of a Chairperson, the Vice Chairperson shall serve or the members may select a temporary Chairperson for the meeting.

The Secretary of the Board (or the Library Director) shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; shall maintain in the Library the minutes and other records of the Board; and shall notify the Board of Commissioners of any vacancies on the Board. (The Library Director may serve as Secretary for the Board but has no vote).

V. Committee Assignments

The Chairperson shall designate Committees within the Board to work in specific areas and report recommendations to the Board for consideration and adoption. The Chairperson will assign Board members to serve on each committee and designate each Committee Chairperson. Committees may include but are not restricted to: Policy, Facilities, Effectiveness and Advocacy/Outreach; and can be changed with a majority vote of the Board. The Chairperson can appoint ad hoc committees as deemed necessary.

Each Committee Chairperson will provide the Board Chairperson a committee report two weeks prior to each quarterly Board Meeting. The Library Director will attend all Committee meetings.

VI. Limitations

No member of the Board or immediate relative of a Board member or Library Director shall be considered for staff employment.

No member of the Board or any employee of the Library shall use the resources, business, finances or contracts of the Library for personal use or profit.

VII. Order of Business

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

- Call to Order
- Citizens Comments re: agenda
- Approval of Prior Meeting's Minutes
- Report of Library Director
- Friends of Library Update
- Reports of Committees
- Old Business
- New Business
- Citizen Comments re: general
- Adjournment

VIII. Amendments

Subject to approval by the Board of Commissioners, Bylaws may be amended at any regular meeting of the Board with a quorum present, by unanimous vote of the members present, provided an amendment was stated in the call of the meeting.

Approved:

Elspeth Baron Anderson, Chair

Date: July 30, 2015

Revised January 20, 2005
Revised April 21, 2005
Revised April 20, 2006
Revised January 17, 2008
Revised February 16, 2012
Revised July 30, 2015