

Jackson County Public Library Board of Trustees Bylaws

ARTICLE I: Name

- I. The name of the organization shall be known as the Jackson County Public Library Association.

ARTICLE II: Objectives and Mission Statement

- I. The objectives of the Library Board are to provide free public services to all residents of Jackson County in accordance with Chapter 10, Article 1, Section 1 through 11 of the Code of West Virginia (as amended) and regulations of the West Virginia Library Commission and local ordinances.
- II. The Jackson County Library provides materials in a wide variety of formats to meet the informational, educational, cultural, and recreational needs of the citizens of Jackson County. Materials are purchased, organized, maintained, and made readily available by qualified personnel. Library trustees and staff are committed to quality and excellence in the fulfillment of this mission.

ARTICLE III: Board of Trustees

- I. The Board of Trustees shall consist of five members appointed by the Jackson County Commission.
- II. Such Trustees shall hold office for five years from the first day of July following their appointment.
- III. Vacancies on the Board shall be immediately reported by the Board to the governing authority and filled by appointment and if for an unexpired term, for the remainder of the term only.
- IV. No compensation shall be paid or allowed any Trustee. Board members shall be reimbursed for extraordinary expenses incurred in the performance of library board functions after prior authorization by the Board.

ARTICLE IV: Duties

- I. The Board of Trustees shall manage and control the public library system.
- II. The Board of Trustees shall enact such policies as will promote the objectives and mission of the Board and encourage use of the library's services, resources, and programs.
- III. The Board shall approve annually a budget for library services to be submitted to the appropriate governing officials and funding agencies.
- IV. The Board shall explore ways of increasing the library's income through new sources of income or better presentations to funding agencies.
- V. The Board shall select and appoint a County Librarian who meets the qualifications of the West Virginia Library Commission for Certification of Librarians, and in other respects appears to be highly qualified for the position.

ARTICLE V: Officers

- I. Board officers shall be elected at the annual meeting in July and shall be as follows:
 1. President
 2. Vice-President
 3. Treasurer

Officers shall hold office for one year and shall be eligible for re-election. In case of a vacancy of an office the Board shall elect an officer at its first regular meeting to fill that office.

- II. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of a presiding officer. In the absence of the President, the Vice-President shall preside.
- III. The Treasurer shall have charge of all funds and income, shall sign checks on the accounts at the authorization of the Board and shall regularly report on the state of the funds.
- IV. The County Librarian, or designee, shall act as Secretary for the Board and shall keep a true and accurate account of all proceedings of the Board meetings as follows:
 1. issue notices of all regular meetings,
 2. and on authorization of the President, issue notices of all special meetings,
 3. have custody of the minutes and other records of the Board,
 4. and notify the governing authority of any vacancies on the Board.

ARTICLE VI: Meetings

- I. The Jackson County Public Library Board of Trustees shall meet on the third Thursday of each month at the Library, with each branch serving as the meeting site on alternate months. (Amended March 18, 2004)
- II. An annual meeting shall be held at the time of the regular monthly meeting for the month of July. (Amended March 18, 2004)
- III. Special meetings may be called by the President or upon written request of three members for the transaction of business stated in the call for the meeting.
- IV. Meetings are to be open to the public per *WV Code §6-9A-3*.
 - o **§6-9A-3.** Proceedings to be open; public notice of meetings. Except as expressly and specifically otherwise provided by law, whether heretofore or hereinafter enacted, and except as provided in section four of this article, all meetings of any governing body shall be open to the public. Any governing body may make and enforce reasonable rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend.
- V. Robert's Rules of Order (Revised) shall govern this Board in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE VII: Quorum

- I. A quorum for the transaction of business shall be a simple majority of the Board members.

ARTICLE VIII: Committees

- I. Special committees for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed.

ARTICLE IX: Order of Business

- I. The order of business is listed below (Amended March 18, 2004):
 1. Call to order
 2. Approval of previous meeting's minutes
 3. Correspondence and communications
 4. Financial report
 5. Committee reports
 6. Statistical report
 7. Old business
 8. New business
 9. Adjournment

ARTICLE X: Librarian

- I. The County Librarian is the Board's executive officer and shall have sole charge of administering the library under the Board's direction and review.
- II. The County Librarian shall be held responsible for the care of the buildings and equipment, for employing and directing the staff, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The County Librarian shall keep exact accounts of all moneys received from fines and other sources and report the amounts to the Board at its regular meetings. The County Librarian shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

ARTICLE XI: Amendments

- I. These bylaws may be amended by three-fourths (3/4) of the members present at any regular Board meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was made available to the members at least one week before the meeting. (Amended March 18, 2004)