

## BYLAWS

### The Board of Trustees of the Pulaski County Public Library System

*Mission/Vision Statement: The Mission of Pulaski County Library System is to provide information and library materials for ALL citizens of Pulaski County. The Library System takes pride in providing excellence in its provision of services and programs.*

*The vision of Pulaski County Library System is to continuously provide free, friendly service and access to timely materials that educate, inspire and entertain the entire community.*

#### ARTICLE I – Name

This organization shall be called “The Board of Trustees of the Pulaski County Public Library System,” existing by virtue of the provisions of Chapter 42, 1-35 of the Laws of the Commonwealth of Virginia, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### ARTICLE II – Membership

The Board of Trustees shall include nine members of whom one is the Superintendent of Pulaski County Public Schools and the Pulaski County Board of Supervisors appoints the remaining eight. The appointed Trustees serve a four (4) year term and can serve not more than two (2) consecutive terms except for the School Superintendent who serves as a permanent member.

#### ARTICLE III – Officers

**Section 1.** The officers shall be Chair and Vice-Chair elected from among appointed Trustees. The Library Director, an *ex officio* Board member, shall serve as Recorder.

**Section 2.** A nominating committee of three (3) trustees shall be appointed by the Chair in October and will present a slate of officers at the November meeting. Additional nominations may be made from the floor. Officers elected at the November meeting will assume duties on January 1.

**Section 3.** Officers shall serve a term of one year and are eligible to serve no more than two consecutive terms.

**Section 4.** The Chair shall conduct all meetings of the Board, appoint all committees, execute all documents authorized by the Board, report Board of Trustees action to the County Board of Supervisors and shall be an *ex-officio* member of all committees.

**Section 5.** The Vice-Chair shall perform all the duties of the Chair in the event of his/her absence.

**Section 6.** The Recorder who shall be the Library Director shall keep all minutes of meetings, issue notice of all meetings and perform other duties as required by the Board.

## **ARTICLE IV – Meetings**

**Section 1.** The Board shall meet the last Tuesday of alternating months beginning in January and at such other times as is deemed necessary by the Chair and upon adequate notice to the members. A simple majority of those Trustees expected to be present at the designated meeting will constitute a quorum. (A simple majority is defined as five (5) members of the Board’s membership of nine. If there is a vacancy [i.e. only eight members], the simple majority would be five members present for the eight remaining members.)

**Section 2.** Proceedings of all meetings and the order of business for all meetings shall be governed by Robert’s Rules of Order with the exception that the Chair may vote upon and may move or second a proposal before the Board of Trustees.

**Section 3.** If a Board Member fails to attend 4 regularly scheduled meetings in a single fiscal year, without notification, the Board Recorder will notify the Pulaski County Board of Supervisors. The Board of Supervisors will then make the determination whether the Board member is capable of discharging the duties of a Board member or whether the term should be ended and a new member appointed

**Section 4:** Persons may present ideas or concerns regarding the Pulaski County Public Library System to the Library Board of Trustees during a Public Comment session. The Library Board will not take action during the meeting on ideas/concerns presented by citizens. They will be referred to the Library Director for further research and the Director may report back to the Library Board at a subsequent meeting or through other communication. The Library Board Chair shall determine the amount of time to be spent for citizen participation at public meetings (generally 3-5 minutes). Ideas or concerns that may relate to personnel issues, real estate or other items considered to be matters for closed session by the Library Board may not be presented in a public library board meeting.

## **ARTICLE V – Library Director and Staff**

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall recommend to the Library Board an Acting Director who would assume duties in absence of the Library Director when and if needed. The Director shall recommend to the Board the appointment of and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of all staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

## **ARTICLE VI – Committees**

Adopted: October 28, 1986

Revised: January 25, 1994

**Section 1.** The Chair shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time that includes but not limited to the following committees: Finance, Policy and Nominating. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

**Section 2.** All committees shall make a progress report to the Library Board at each of its meetings.

**Section 3.** No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## **ARTICLE VII – General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.

**Section 2.** These bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Reviewed: October 30, 2001

Reviewed/Revision Adopted: November 27, 2001

Reviewed: April 23, 2004

Revision Approved: May 25, 2004

Reviewed: May 26, 2005

Reviewed/Revised: June 7, 2007

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Reviewed: June 24, 2008

Revision Approved: July 29, 2008

Revised and Adopted: January 28, 2020

Revised and Adopted: March 29., 2022