

## **Bylaws of the Board of Trustees of the Anderson County Library**

### **Article I – Identification**

The name of this organization is the Board of Trustees of the Anderson County Library, located in Anderson, South Carolina, existing by virtue of the provisions of Chapter 46, Article 1 of the Anderson County Code of Ordinances, and exercising the powers and authority and assuming the responsibilities delegated to it under said ordinance.

### **Article II – Board of Trustees**

#### **Section 1. Number and Qualifications.**

The county library system shall be managed by a board of trustees consisting of seven members, with one appointment per council district.

#### **Section 2. Term of Office.**

Each trustee, once appointed, shall serve a four-year term until successors are appointed and qualified. Vacancies shall be filled in the manner of the original appointment for the unexpired term.

#### **Section 3. Disqualifications, Vacancies.**

Any member who moves out of the district that they have been appointed to represent shall be responsible for notifying the Board President or Library Director who will inform the County Administrator of this change. When any trustee fails to attend at least three consecutive regular meetings of the board without a valid reason such as illness, disability, or pressing personal commitment, the board may recommend that the County Administrator consider the position vacant.

### **Article III – Officers**

The library system board of trustees shall annually elect a chairperson, vice-chairperson, secretary-treasurer and such other officers as it deems necessary. The board shall meet six times per year, in January, March, May, July, September, and November, and at other times as called by the chairperson, or upon the written request of a majority of the members.

**Section 1.** The officers shall be a chairperson, vice-chairperson, secretary-treasurer and such other officers as it deems necessary. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

**Section 2.** Officers shall be elected every year at the September meeting, unless it is deemed necessary by the Board to re-schedule.

**Section 3.** The Chairperson shall preside and vote at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 4.** The Vice-Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.

**Section 5.** The Board will appoint the library director or a member of the staff to perform the following secretarial duties:

- Keep a true and accurate record of all meetings of the board
- Issue notice of all regular and special meetings
- Perform such other duties as are generally associated with the office of secretary.

#### **Article IV - Meetings**

**Section 1.** The board shall meet six times per year, in January, March, May, July, September, and November, and at other times as called by the Chairperson, or upon the written request of a majority of the members.

**Section 2.** A quorum for the transaction of business at any meeting shall consist of four members of the board present in person. A majority of duly appointed board members must be present at the meeting to participate.

**Section 3. Electronic Conferencing.** Board members should attend meetings in person as much as possible. Those unable to attend in person due to illness, disability, or other extenuating circumstances may attend electronically via video and/or audio conferencing, or by other electronic means.

All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present. The Board member must state their name and their vote audibly, and their vote shall be recorded as done by electronic attendance.

In Executive Session, any Board members attending by electronic conferencing will be asked to confirm that no one else is listening.

**Section 4. Parliamentary Authority.** Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

#### **Article V – Committees**

**Section 1. Standing Committees.** The following standing committees shall be appointed by the Chairperson:

*Finance Committee* – Responsibilities include but are not limited to development of an annual budget for presentation to the library board.

*Personnel Committee* – Responsibilities include but are not limited to conducting an annual performance evaluation for the library director and making recommendations on the director's salary, and annually reviewing the library's salary plan.

These committees shall consist of at least three members, the chair to be appointed by the Chairperson.

**Section 2. Ad Hoc Committees.** Ad Hoc committees for the study of special problems may be appointed by the Chairperson with the approval of the board, to serve until the final report of the work for which

they were appointed has been filed. These committees may consist of staff and community representatives.

**Section 3. Advisory Committees.** Advisory Committees, such as the Art Committee, may be appointed by the Chairperson, with approval of the board, to provide assistance and input to Board and staff.

**Section 4.** Committees shall make progress reports to the library board as deemed necessary. All members of Committees, except ad hoc, will be appointed for rotating 3-year terms. These terms should be staggered.

**Section 5.** No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

#### **Article VI – Duties of the Board of Trustees**

The library board of trustees, as provided for in sections 46-61 and 46-62, shall be authorized to exercise powers as to the policies of the county library which shall not be inconsistent with the general policies established by the county council, and pursuant to that authority shall be empowered to:

**Section 1** Employ a chief librarian whose qualifications and credentials shall meet the certification requirements of the state library board, and who shall be responsible to the county library board for the administration of the program and the selection of library staff members required to carry out the functions of the library system.

**Section 2** Purchase, lease, hold and dispose of real and personal property in the name of the county for the exclusive use of the county public library system; provided, however, any such conveyance, lease or purchase of real property shall be approved by the county council.

**Section 3** Acquire books and other library materials and provide for use thereof throughout the county.

**Section 4** Accept donations of real property, services, books and other items suitable for use in the library system.

**Section 5** Designate or mark equipment, rooms and building, and other library facilities to commemorate and identify gifts and donations made to the library system.

**Section 6** Cooperate or enter into contracts or agreements with any public or private agency which result in improved services or the receipt of financial aid in carrying out the functions of the library system; provided, however, such contracts and agreements shall be subject to approval by the county council.

**Section 7** Enter into contracts or agreements with other counties to operate regional or joint libraries and related facilities; provided, however, such contracts and agreements shall be subject to approval by the county council.

**Section 8** Receive and expend grants, appropriations, gifts and donations from any private or public source for the operation, expansion or improvement of the library system.

**Section 9** Take any actions deemed necessary and proper by the board to establish, equip, operate and maintain an effective library system within limits of approved appropriations of the county council.

In addition to the powers and duties described above, the board shall:

(1) Provide and make available to the residents of the county books and library materials and in the fulfillment of this function shall establish a headquarters library and may establish branches and subdivisions thereof in appropriate geographical areas of the county within the limits of available funds. The board may operate one or more bookmobiles over routes determined by the board.

(2) Adopt regulations necessary to ensure effective operation, maintenance and security of the property of the library system; provided, however, such regulations shall not be in conflict with policy or regulations established by the county council.

(3) Annually at a time designated by the county council submit to the council a budget for the ensuing fiscal year adequate to fund the operation and programs of the library system. Such budget shall list all funds which the board anticipates will be available for the operation of the library system. All funds appropriated, earned, granted or donated to the library system or any of its parts shall be used exclusively for library purposes. All financial procedures relating to the library system including audits shall conform to the procedures established by the county council.

(4) Annually file a detailed report of its operations and expenditures for the previous fiscal year with the county council.

#### **Article VII – Library Director**

The library director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all board meetings but shall have no vote.

#### **Article VIII – General**

**Section 1.** These bylaws should be reviewed annually at the January meeting. Bylaws may be amended at any regular meeting of the board by majority vote of all members of the board provided the proposed amendment shall have been stated in the call for the meeting at which such action is proposed to be taken.