

HALIFAX COUNTY-SOUTH BOSTON PUBLIC LIBRARY SYSTEM BYLAWS FOR TRUSTEES

Library Mission Statement

The Halifax County-South Boston Public Library System is committed to providing the community access to knowledge and to opportunities for enrichment.

1. Pursuant to the requirements of the general code of Virginia section 42.1-37 the Board of Trustees of the Halifax County-South Boston Public Library System will consist of 11 members: 3 from the Town of South Boston, and 8 from the County of Halifax, with recommendation that at least one of the County's representatives live within the town limits of Halifax. Members will be appointed by the governing bodies chosen from the citizens of the area, with reference to their qualifications for such office. Term of office shall be four years and any member shall be eligible for reappointment. After eight years of service, unless filling an expired term, one year must lapse before reappointment. A member shall not receive salary for his services, but necessary expenses incurred may be paid from the library. A Board member may be removed by the governing body for misconduct, conflict of interest, or neglect of duty.
2. The following oath will be taken by Board members: "I do solemnly affirm that I will support the Constitution of the United States and the Constitution of Virginia and that I will faithfully and impartially discharge and perform all duties encumbered on me as a member of the Halifax County-South Boston Public Library System Board of Trustees according to the best of my ability, so help me God."
3. The Board will have a minimum of 6 regular meetings a year.
4. Special meetings may be held at any time at the call of the Chairman, the Library Director, or three Board members, provided that written notice thereof be given to all members at least 7 days in advance of the meeting.
5. A quorum will consist of 6 or more members.
6. The officers of the Board will be a Chairman, a Vice Chairman, and a Secretary. The duties of all officers will constitute those explained in the *Virginia Library Trustee Handbook*. The Chairman and the Library Director will be ex officio members of all committees. The officers' terms shall be four years, coinciding with the fiscal year and elected in July. They shall remain in office until their successors are elected and qualified.

7. The order of business at meetings will be: Call to Order, Approval of Agenda, Minutes of the Previous Meeting, Financial Report, Reports from the Library Director and Branch Manager, Committee Reports, Old Business, New Business, Other Business, Public Comments. A member will contact the Chairman or the Library Director to have an item placed on the agenda for the forthcoming meeting.
8. Roberts Rules of Order shall govern the parliamentary procedure of the Board.
9. The Library Director will implement the policies adopted by the Board. He shall direct and supervise all staff members in the performance of their duties. He shall submit to the Board regular reports and recommendations of such policies and procedures that in the opinion of the Library Director will improve the efficiency of the library in its services to the people of the community. The general duties of the Library Director shall be: a)to administer the library b)to be technical advisor for the Board c)to select the staff for established positions and recommend their employment to the Board d)to direct the activities of the staff e)to provide each staff member with an annual review of job performance f) to prepare the budget in consultation with the Board g)to select and purchase books, library materials, equipment, services and supplies h)to prepare and release all library publicity i)to stimulate the growth of library services j)to keep the Board informed about changes in library legislation and standards k)to attend library meetings. The Library Director may delegate responsibilities to other staff as appropriate and necessary.
10. General duties of the Board:
 - a. To support the library without favor or prejudice for any one branch of political subdivision of the library system.
 - b. To ascertain the needs of the library and to seek to acquire adequate funds for the operation of the library.
 - c. To employ a capable, trained Library Director and staff.
 - d. To determine library policies.
 - e. To attend Board meetings regularly.
 - f. To become familiar with what constitutes good library service by reading, attending library meetings, and visiting other libraries.
 - g. To support the library in the community and with the public at large.

11. These bylaws may be amended only after recommendation by the Board and a 2/3 vote of the members, providing notice of such proposed amendment shall have been given to the Board at least one meeting prior to the date at which an amendment is to be voted on. No amendments or additions to these bylaws shall be made which are not in conformity with the Virginia State Code.

12. If a member should miss more than 3 consecutive meetings except for illness of self or family, or for emergency or business reason, the Board will ask the appropriate governing body to replace the member.