

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 to add value and have availability to serve on the Board. The term of office shall be four years and any member shall be eligible for reappointment. After 8 years of service, unless filling an expired term, one year must lapse before reappointment. Members shall not receive salary for their services, but necessary expenses incurred may be paid by the library if pre-coordinated with the Library Director. A Board member may be removed by the County Board of Supervisors 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 officers of the Board will be a Chairperson, a Vice Chairperson, and a Secretary. Financial duties are maintained by Halifax County and managed by the Library Director, therefore the lack of a Treasurer role on the Board. The duties of all officers will constitute those explained in the Virginia Library Trustee Handbook. The Chairperson and the Library Director will be ex officio members of all committees. The officers' terms shall be 4 years, coinciding with the fiscal year and elected in July. They shall remain in office until their successors are elected.

4. The Board will have a minimum of 6 regular meetings a year, held the second Tuesday of every other month at 4:30 PM ET at the South Boston library branch. The alternate location for Board meetings is the Cary Perkins Memorial Local History Room located within the Halifax library branch.
5. Special meetings may be held at any time at the call of the Chairperson, the Library Director, or 3 Board members, provided that written notice thereof be given to all members at least 7 days in advance of the meeting.
6. A quorum will consist of 6 or more members for the purpose of decisions that require a vote.
7. The order of business in the Board meeting agenda is as follows:
 - A. Call to Order
 - B. Approval of Agenda
 - C. Approval of Minutes of the Previous Meeting
 - D. Financial Report
 - E. Statistical Report
 - F. Reports from the Library Director and Branch Manager
 - G. Committee Reports (if applicable)
 - H. Old Business
 - I. New Business Other Business
 - J. Public Comments
 - K. Community-related or other Announcements
 - L. Meeting Adjourn

Board members will contact the Chairperson or the Library Director to have an item placed on the agenda for the forthcoming meeting. Two thirds majority vote of the Board members is required to add an agenda item.

8. Roberts Rules of Order shall govern the parliamentary procedure of the Board.
9. With regard to interactions with the Board, the Library Director will:
 - a. Implement the policies adopted by the Board.

- b. Direct and supervise all staff members in the performance of their duties.
- c. 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.

10. The general duties of the Library Director shall be:

- a. To administer the library
- b. To be a 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.

11. The general duties of the Board shall be:

- a. To support the library without favor or prejudice
- b. To understand the needs of the library and to make suggestions and seek to acquire adequate funds for the operation of the library where possible
- c. To employ a capable, trained Library Director and staff
- d. To revise and update library policies
- e. To attend Board meetings regularly
- f. To participate in Board meetings in the spirit of the Library Mission Statement
- g. To provide the best materials, resources, and service to the community
- h. To support the library in the community and with the public at large

12. These bylaws may be amended only after recommendation by the Board and a two thirds majority vote of the Board 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 do not conform with the Virginia State Code.

13. If a member should miss more than 3 consecutive meetings except for illness of self or family members, or for emergency or a business reason, the Board will work with the County Board of Supervisors to replace the member.