

**BY-LAWS OF THE WILKES COUNTY PUBLIC LIBRARY BOARD**

**ARTICLE I PURPOSE**

**Section I. 1.** The purpose of the Wilkes County Library Board is to support the Wilkes County Library in providing excellent library services to the residents of Wilkes County, and to support the Appalachian Regional Library Board.

**Section I, 2.** The Wilkes County Library Board is an advisory board which provides recommendations to county authorities and to the Wilkes representatives on the ARLB.

**Section I. 3.** The Wilkes County Library Board aids the ARLB planning process to support the library services of education, economic development, and quality of life.

**ARTICLE II MEETINGS**

**Section II. 1.** The regular meetings of the Wilkes County Library Board shall be held at a time and place designated by the chairperson. Special meetings may be called by the chairperson, the Regional Director, or by a majority of the members with 48 hours notice. All regular meetings of the Wilkes County Library Board shall be open to the public.

**Section II. 2.** Notice of regular meetings: Written notice of regular meetings shall come from the Office of the County Librarian and shall give seven days or more notice prior to the meeting date. The time and place shall be fixed by the Chair and designated in the notice of the meeting.

**Section II. 3.** A quorum for the transaction of business shall be a simple majority of the Wilkes County Library Board members.

**Section II. 4.** The Regional Director and County Librarian shall be required to attend each Wilkes County Library Board meeting.

**Section II. 5.** The minutes of the Wilkes County Library Board shall include a record of any board member having an unexcused board meeting absence. Any Wilkes County Library Board member having missed three (3) consecutive unexcused local Board meetings shall be considered to have resigned and shall be replaced.

**Section II. 6.** A meeting of the Wilkes County Library Board shall be called before the September meeting for the election of officers.

**ARTICLE III. MEMBERSHIP**

**Section III. 1.** The Wilkes County Library Board shall be composed of a minimum of five (5), not to exceed twelve (12) members who are appointed by the Wilkes County

Commissioners for staggered terms. One member may be a County Commissioner who shall serve at the pleasure of the Commissioners.

**Section III. 2.** Four (4) Wilkes County Library Board members shall serve on the Appalachian Regional Library Board as designated by the Wilkes County Commissioners.

**Section III. 3.** In case of the absence of one of the four Regional Board members from a Regional Board meeting, another local board member may serve as an alternate.

**Section III. 4.** The Presidents of the Wilkes County Friends of the Library shall be considered ex officio members of the Wilkes County Library Board.

**Section III. 5.** Each member of the Wilkes County Library Board shall be appointed by the Commissioners in August for a term of four (4) years. The effective date of the appointment shall be the meeting in September. No member shall serve more than two (2) consecutive terms. Should a member resign or for any reason fail to serve the entire appointment, a replacement will be named for the remainder of the term. All board members shall serve until their successors have been appointed.

#### **ARTICLE IV. OFFICERS**

**Section IV. 1.** The officers and such others as the Board may authorize shall include a Chairman, a Vice Chair, and a Secretary, elected from the Wilkes County Library Board members at the annual meeting of the Board.

**Section IV. 2.** Officers shall be elected for a term of one (1) year. They shall take office following the meeting at which they are elected and shall serve until their successors are duly elected.

**Section IV. 3.** The Chair shall preside at all meetings of the Wilkes County Library Board, authorize calls for any special meetings, appoint all committees, execute all decisions authorized by the Wilkes County Library Board, serve as an ex officio voting member of all committees, cooperate with the Regional Director and County Librarian in all matters of concern within the library, and generally perform all duties associated with that office. An ex officio member shall not be included in a quorum count.

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

**Section IV. 5.** The secretary shall assure a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

#### **ARTICLE V. Order of Business**

**Section V. 1.** Call to order

- Section V. 2.** Approval of previous meetings business
- Section V. 3.** Correspondence and communications
- Section V. 4.** Report of Regional Director
- Section V. 5.** Report of County Librarian
- Section V. 6.** Reports of standing committees
- Section V. 7.** Reports of special committees
- Section V. 8.** Unfinished business
- Section V. 9.** New business
- Section V. 10.** Adjournment

## **ARTICLE VI General**

**Section VI. 1.** Any rule or resolution of the Wilkes County Library Board, whether contained in its Bylaws or otherwise, may be reviewed by the ARLB, if such rule or resolution is judged in conflict with the existing Regional Library Bylaws and/or contract.  
The Bylaws of the Wilkes County Library Board may only be amended by approval of the ARLB.

## **ARTICLE VII. Duties and Responsibilities of the Wilkes County Library Board**

**Section VII. 1.** The Wilkes County Library Board shall recommend, and the Regional Director shall appoint, a competent and qualified County Librarian.

**Section VII. 2.** The Wilkes County Library Board will review the annual budget proposal before submission to the County Manager and may make budget recommendations before it is presented to the Wilkes County Commissioners and other local authorities.

**Section VII. 3.** After final Commissioners approval of the county grant request the Wilkes County Library Board will accept the annual budget for the fiscal year.

**Section VII. 4.** Any proposals for change in the annual budget should be submitted when possible to the Wilkes County Library Board for consideration.

**Section VII. 5.** The Wilkes County Library Board shall encourage adequate funding to carry on the library programs.

**Section VII. 6.** The Wilkes County Library Board will support and participate in a planned public relations program.

**Section VI. 7.** The Wilkes County Library Board shall support programs meeting the needs of the library in relation to the community. Members should keep abreast of library trends and standards.

**Section VII. 8.** The Wilkes County Library Board shall report regularly to governing officials and provide minutes of the Wilkes County Library Board to the Wilkes County Commissioners.

**Section VII. 9.** The minutes of all Wilkes County Library Board meetings shall be a permanent record and be on file at the office of the County Manager and at the Wilkes County Public Library.