

# BRUNSWICK COUNTY LIBRARY BOARD OF TRUSTEES BY-LAWS

## I. PURPOSE

The Brunswick County Library Board of Trustees (Board) is appointed by the Brunswick County Board of Commissioners. The Board of Trustees serves as an advisory body and counsel to the Board of Commissioners.

## II. BOARD

- A. In accordance with Article 14, Section 153A-265 of the North Carolina General Statutes, the Brunswick County Library Board shall consist of nine (9) members, all appointed by the Board of County Commissioners.
- B. Board Members are requested to be library cardholders.
- C. The term of office for Board members shall be three (3) years.
- D. The Board Chair shall notify the Clerk to the Board of County Commissioners of any member who has had three (3) consecutive absences from meetings. Further action will be conducted by the County Board of Commissioners.

## III. MEETINGS

- A. Regular meetings shall be held on the fourth Monday at 4:00 p.m. during odd numbered months (January, March, May, July, September and November) or as determined by the Board at its annual meeting. If the meeting falls on a holiday, the meeting will be held on the next Tuesday.
- B. The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in September.
- C. Special meetings may be called by the Chair, or upon the written request of three (3) members of the Board, for the purpose of the transaction of the business stated in the call for meeting. Special meetings shall be held in accordance with the State's Open Meeting Laws.

- D. Notice of all regular meetings shall be given by the Secretary to all Board members at least 5 days prior to the meeting. Notices should include draft minutes of the last prior meeting and a proposed agenda.
- E. All regular meetings, including the Annual Meeting, shall be open to the public. Guest speakers must submit a request to the Secretary to be included on the meeting agenda.

#### IV. OFFICERS

- A. Officers shall consist of a Chair, Vice Chair, and Secretary and are elected by the sitting board at the Annual Meeting. They will take office at the next regular meeting of the Board. No elected officer shall serve more than two (2) consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting.
- B. The Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of the presiding officer in accordance with III-C above.
- C. In the absence of the Chair, the Vice Chair shall preside over the meetings.
- D. The Secretary shall keep a true and accurate account of all proceedings, prepare minutes of all meetings, and submit draft minutes to the Library Director. The Library Director shall have custody of the minutes and other records of the Board and the Library Department.

#### V. COMMITTEES

Committees are appointed by the Chair to study and investigate special situations that may arise from time to time. Such committees shall serve until the time of completion of the appointed work.

## VI. QUORUM

A quorum for transaction of business shall consist of five (5) Board members.

## VII. DUTIES

- A. The duties and responsibilities of the Board shall conform to Article 14, Section 153A-265 and consist of the following:
1. To formulate and adopt programs, policies, and regulations for the government of the library;
  2. To make recommendations to the governing body concerning the construction and improvement of buildings and other structures for the library system;
  3. To advise the governing body concerning the appointment of a Library Director and appointments to the Board of Trustees;
  4. To approve a schedule of fines and charges for late return of, failure to return, damage to, and loss of library materials, and to recommend other measures to protect and regulate the use of such material.
  5. To extend the privileges and use of the library system to nonresidents of the county or city establishing or supporting the system, on any terms or conditions the Board may prescribe;
  6. To otherwise advise the Board of Commissioners on library matters;
  7. To establish a meeting place, agenda, and schedule for meetings and to review and discuss the Library Director's report at each regular meeting;
  8. To provide information and recommendation to the Library Director on such matters as use of library facilities, expanding and improving services, and coordinating the Library's programs with Friends of the Library groups and other civic organizations and jurisdictions.
- B. Trustees of the Board are to be representatives/ambassadors of the Library Department in the community and to the staff of the branch

libraries.

## **VIII. LIBRARY DIRECTOR**

- A. The Library Director shall be responsible for employing and directing staff, for the efficiency of the Library's service to the public, for operating the system under the direction and supervision of the Assistant County Manager.
- B. The Library Director is the Board's executive officer and shall have sole charge of administering the Library and implementing the policies established by the Board.
- C. To make an annual report on the operations of the library to the governing body of the county and to make an annual report to the Department of Cultural Resources as required by G. S. 125-5.

## **IX. ORDER OF BUSINESS**

The order of business at regular meetings shall be as follows:

- 1. Call to order
- 2. Roll Call of members
- 3. Amendment to agenda
- 4. Guest speakers, if any
- 5. Approval of minutes of prior meetings
- 6. Report of Library Director
- 7. Reports of Committees
- 8. Unfinished Business
- 9. New Business
- 10. Adjournment

## X. BY-LAW AMENDMENTS

- A. By-laws may be amended at any regular meeting of the Board, by a majority of those present, provided that said amendments shall have been submitted and read at the previous Board meeting.
- B. By-laws shall be reviewed by the Board not less than every two (2) years, following their adoption.

Approved: 1992

Amended: September 26, 1994

October 23, 1995

May 20, 1996

January 28, 2002

June 28, 2004

August 27, 2007

October 25, 2010

February 27, 2012

Reviewed: January 26, 2015

Amended: February 25, 2019

Amended: April 24, 2023, Section VII, Updated.

Amended: October 23, 2023, Section III.A, Frequency of meetings and III.B, Annual Meeting moved from October to September.