



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: _____ 1/24/17 _____

FROM: _____ Ira Dove, County Manager _____

MEETING DATE REQUESTED: _____ 2/6/17 _____

SUBJECT: Board of Trustee By-Laws

IMPLEMENTATION PLAN:

FINANCIAL IMPACT STATEMENT

SUPPORTING ATTACHMENTS: YES NO HOW MANY? _____
LIST:

PowerPoint Presentation: YES _____ NO

PERSON MAKING PRESENTATION AT MEETING: Ira Dove _____

TITLE: County Manager _____

PHONE NUMBER: _____

E-MAIL: idove@haywood nc.net _____

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

County Manager / Clerk to the Board Comments: _____

**BY-LAWS of the HAYWOOD COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

16 November 2016

PURPOSE

The responsibilities of the Haywood County Public Library Board of Trustees include adopting written policies governing the operation and program of the Haywood County Public Library; determining the purposes of the library and securing adequate funds to carry out library programs; assisting in the development of the annual budget; knowing local and state laws, actively support legislation in the state and nation; and establishing policies dealing with book and material selection.

ORGANIZATION and TENURE

The Board of Trustees shall consist of seven (7) members appointed by the Haywood County, North Carolina Board of County Commissioners (BOCC). One of the seven members shall be appointed from the BOCC.

The Board shall endorse no commercial enterprise, nor candidate for office. The name of the group nor its chairman in its official capacity shall not be used in any connection with a commercial concern or with any political interest, or for any other than the regular work of the group.

The tenure of office of any Board of Trustees member shall be automatically terminated and the BOCC shall be requested to make a new appointment for any unexpired term upon the following conditions:

1. Upon absence of four consecutive monthly meetings of the Board of Trustees.
2. Upon moving place of residence outside the geographical boundaries of Haywood County.

Each of the Board members appointed by the BOCC shall serve a term of six years. The term of service for the BOCC designee shall be as determined by the BOCC. Each Board of Trustees member shall continue to serve his or her respective term until a replacement appointment has been made.

FUNCTIONS

1. Know federal, state and local laws, as well as county ordinances and policies, to enable active support library requirements all levels. All policies enacted will be consistent with same.
2. Determine the purposes of the library and advocate for adequate funds to carry out library programs.
3. Assist in the preparation of the annual budget and monitor budget execution.
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Assist in the preparation of the capital improvement plan and monitor implementation of library services.
6. Determine written policies for the effective operation of the library and collaborate with the Library Director on book and material selection.
7. Attend all board meetings and monitor that accurate records are kept on file at the library.
8. Establish support for, and participate in, planned public relations programs.
9. Be knowledgeable of the services of the North Carolina State Library; attend regional, state and national trustee related meetings, and affiliate with professional organizations that are appropriate for library related issues.
10. Report regularly to the governing officials and the citizens of Haywood County.
11. Advise the County Manager regarding the Library Director.

MEETINGS

The meetings of the Library Board shall be held on a regular basis as designated by the Board of Trustees. The regular monthly meeting is held the third Wednesday of each month at the library.

Special meetings may be called by the Chairman, or upon request of three (3) members, for the transaction of business stated in the call for the meeting. Notices of meetings may be made by phone or electronic mail not less than six (6) hours before the meeting.

OFFICERS

Officers of the Board shall be chosen at the regular meeting in June on odd years and shall be as follows: Chairman, Vice Chairman and Secretary. Immediately following the occurrence of a vacancy of an officer, the unexpired term will be filled at the next meeting.

The **Chairman** of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. In the absence of the Chairman from a Board meeting, the **Vice-Chairman** shall serve as Chairman.

The **Secretary** of the Board shall keep a true and accurate account of all Board proceedings and shall bring to the attention of the Board any vacancies on the Board.

QUORUM

A quorum for the transaction of business shall consist of at least four (4) members of the Board present.

COMMITTEES

The Chairman may appoint Committees for the study and investigation of special problems or initiatives. Such Committees shall serve until the completion of the work for which they were appointed.

COUNTY LIBRARY DIRECTOR

The Library Director, or a designee, shall attend all Library Board meetings and shall provide necessary support and assistance to the Board of Trustees in so that the Board can fulfill the functions stated herein. The Library Director shall receive advice from the Board of Trustees, on all matters pertaining to the purposes and functions, as desired.

ADDITIONAL REPRESENTATIVES

The Board invites participation in regular monthly meetings by key representatives from nonprofit organizations essential to the Library system. The Haywood County Public Library Foundation, Incorporated, and the Haywood County Friends of the Library, Incorporated, both provide resources that benefit Library programs. Additional representatives are ex officio members of the Board (non-voting)

ORDER OF BUSINESS

Call to order
Approval of minutes of last meeting and any special meeting (as appropriate)
Review of Library use statistics (circulation, etc.)
Review of financial statement
Library Director's report
Update from Additional Representatives
Old business
New business
Set next meeting date and time
Adjournment

AMENDMENTS

Recommendations for amendments to these By-Laws may be made at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting. The amendments shall then be forwarded to the Haywood County Board of County Commissioners for their approval.

Agreed to by the Library Board of Trustees on **25 November 2016**

Approved by the Board of County Commissioners on _____