

Person County Public Library By-laws of the Advisory Board Members

(Revised and Approved July 31, 2023)

ARTICLE I: MEMBERS

SECTION 1: In accordance with Article 15, Chapter 153A of the General Statutes of the State of North Carolina, the Board of the Commissioners of Person County does hereby appoint a Library Advisory Board for the Person County Public Library. Said Advisory Board shall consist of six persons including a representative from the Board of County Commissioners. Appointees may serve three consecutive terms.

SECTION 2: In the event of a vacancy on the Board, the vacancy shall be filled by the County Commissioners for the unexpired term of the member creating the vacancy.

SECTION 3: The position of a board member who has been absent from three consecutive regular meetings shall be considered vacant, unless the Chair, after consultation with the Vice-Chair, shall find good cause for any of the absences and excuses them. Board members must contact the Library Director or Chairperson 24 hours before the meeting if they are unable to attend.

SECTION 4: The same person may not serve more than three consecutive terms. An appointment to fill an unexpired term of one year or more shall be considered one term and said appointee can be appointed for only two additional terms.

ARTICLE II: MEETINGS

SECTION 1: The Library Board will hold its regular meeting on a quarterly schedule according to a calendar set at the annual meeting of the Board.

SECTION 2: The annual meeting shall be held at the first regular meeting of each fiscal year.

SECTION 3: Special meetings may be called by the Chair, or upon written request of four members of the Board, for the transaction of business stated in the request.

SECTION 4: Notices of all meetings including an agenda and documentation shall be made by the Library Director or the Director's representative to all members of the board at least three business days in advance.

SECTION 5: A quorum for the transaction of business shall consist of a majority of members.

ARTICLE III: OFFICERS

SECTION 1: The officers of the Advisory Board shall be a Chair and Vice-Chair.

SECTION 2: Officers shall be elected at the annual meeting of the Board and serve for one year. - The Chair of the Board shall notify the Chair of the Board of County Commissioners of any vacancies on the Board.

- The Vice Chair of the Board shall act as chairman in the absence or disability of the Chair.

SECTION 3: The Library Director shall issue notices of all meetings of the Board and delegate a staff member to take minutes. Minutes will be subject to final approval by vote of the Board and will be maintained with other Board records by the Director. The Director shall be an ex officio member of the Board and shall not have a vote; nor will the staff member appointed to take minutes have a vote.

ARTICLE IV: COMMITTEES

SECTION 1: The Chair shall appoint any committee deemed necessary.

SECTION 2: The Chair may decide upon the number of persons to be appointed to a committee and designate the purpose of the committee. The committee may be dissolved upon the completion of its task or at the pleasure of the Board. Vacancies on committees may be filled by the Chair at any time.

SECTION 3: Assigned committees are able to meet and discuss assigned task(s) outside of set Board meetings. During set Board meetings, a committee will report their findings to the Board.

SECTION 4: Committee members and the Library Director will be in regular communication.

ARTICLE V: DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The duties and responsibilities of the board members shall consist of conscientiously carrying out the powers herein given them:

1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the County Management and Board of County Commissioners; making sure the community's needs and interests are paramount when making board decisions.
2. Plan for future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs.
3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget- where the money is coming from and how it will be spent. The board reviews monthly financial reports. The board also helps determine whether the community is satisfied with the service received from the library.
4. Review library policies. The library board spends much of its time on policy issues reviewing policies and monitoring the effectiveness of those policies. Once adopted by the board, library staff carries out the policies on a day-to-day basis.
5. Members of appointed committees are responsible for their assigned task.

ARTICLE VI: LIBRARY DIRECTOR

The Library Director shall be the executive officer of the library system and shall have general supervision and responsibility of the libraries under the director of the Board of Commissioners through the County Manager and reviewed by the Board Members.

The Library Director with the advice and counsel of the Board Members shall be responsible for the physical facilities and equipment, for the employment and direction of the staff for the library service to the public, and for the operation of the libraries under the financial conditions set forth in the library budget.

The Library Director shall attend all board meetings.

ARTICLE VII: ORDER OF BUSINESS

Robert's Rules of Order Newly Revised shall govern the proceedings of the Board. The order of business at the regular meetings shall be as follows:

1. Call to Order
2. Approval of minutes of previous meeting
3. Old Business
4. New Business
5. Director's Report
6. Election of Officers when Necessary

7. Adjournment