

Bylaws
Board of Trustees
Galax-Carroll Regional Library

Article I. Galax-Carroll Regional Library Board of Trustees

- (1) The name of the Board shall be the Board of Trustees of the Galax-Carroll Regional Library, existing under the provisions of the general Code of Virginia, and it shall exercise the powers and authority and assume the responsibilities delegated to it under this Code.
- (2) The Board of Trustees of the Galax-Carroll Regional Library shall consist of six members, three from Carroll County and three from the City of Galax. They shall be appointed to serve for terms of four years by the governing bodies of the county and the city, chosen from citizens at large and with reference to their fitness for office. No member may serve more than two consecutive terms. Vacancies for unexpired terms shall be filled as soon as possible in a manner in which members of the Board are regularly chosen. A member shall not receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from the library fund. A member of the Library Board may be removed for misconduct or neglect of duty by the governing board making the appointment.

Article II. Officers

- (1) The officers shall be a chairman and a vice-chairman, elected from among the appointed trustees at the first regular meeting in each fiscal year. Their term of office shall be for one year coinciding with the fiscal year, and they shall remain in office until their successors are elected and qualified.
- (2) The chairman shall preside at all meetings of the board, authorize calls for any special meetings, execute all documents authorized by the board, and generally perform all duties associated with that office.
- (3) The vice-chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.
- (4) The Director will serve as Secretary to the Board of Trustees, and shall keep a true accurate record of all meetings of the board, and shall issue notice of all regular and special meetings.

Article III. Meetings

- (1) The regular meetings shall be held bi-monthly in the months of July, September, November, January, March, and May, the hour to be set at the previous meeting.
- (2) The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual report, shall be held at the time of the regular meeting in July of each year.
- (3) The order of business at all regular meetings for the Board shall be as follows:
 - Disposition of minutes of previous meeting
 - Financial report
 - Report of Librarian
 - Unfinished business
 - New and miscellaneous business
 - Adjournment
- (4) *Roberts Rules of Order* shall govern in the parliamentary procedure of the Board.
- (5) Special meetings may be called by the secretary at the direction of the Chairman or at the request of three (3) members of the Board.
- (6) A quorum for the transaction of business at any meeting shall consist of four members of the board present in person.

Article IV. Librarian and Staff

- (1) The Board shall appoint a qualified Director who shall be the executive and administrative officer of the library and of the policies adopted by the Board. The Director shall be responsible for the direction and supervision of all staff members in the performance of their duties, for the care and maintenance of library property, for adequate selection of books, for the submission to this Board of regular reports and recommendations of such policies and procedure that in the opinion of the Director will promote the efficiency of library service to the public, and for its financial operation within the limitations of budgeted appropriation.

Article V. General

- (1) An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairman may vote upon and may move or second a proposal before the board.

- (2) The bylaws may be amended by the majority of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least one week prior to the meeting at which such action is proposed to be taken.
- (3) Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid may be taken only at a meeting at which four of the members of the board shall be present and two-thirds of those present shall so approve.

General Duties of the Library Board

- A. To secure adequate funds.
- B. To hire a capable, trained librarian as Director.
- C. To determine library policies.
- D. To approve expenditure of library funds.
- E. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- F. To become familiar with the State and Federal aid programs and with State and National library standards.
- G. To attend board meetings regularly.
- H. To become familiar with what constitutes good library service by reading, attending library meetings, and visiting other libraries.

General Duties of the Library Director

- A. To administer the library system.
- B. To be technical advisor to the board.
- C. To hire staff for established positions according to the standards of the State Library Board upon approval the Regional Board of Trustees.
- D. To direct the activities of the staff.
- E. To prepare the budget in consultation with the board.
- F. To keep financial records of the library.
- G. To select and purchase books, library materials, and supplies.
- H. To prepare and release library publicity.
- I. To stimulate growth of library service.
- J. To keep the board informed about changes in library legislation and standards.
- K. To attend library meetings.

[Adopted March 25, 1987 by the Galax-Carroll Regional Library Board]