

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** March 4, 2019  
**SUBJECT:** Library Board of Trustees Bylaws  
**PRESENTER:** Trina Rushing, Library Director  
**ATTACHMENTS:** Revised 2019 Library Board of Trustees Bylaws

**SUMMARY OF REQUEST:**

The Bylaws for the Library Board of Trustees have recently been reviewed and revised to ensure they are in-line with other Commissioner appointed boards and they fully comply with state statutes. The revised bylaws were approved by the Library Board of Trustees on February 14, 2019 and are presented for your consideration.

**BOARD ACTION REQUESTED:**

The Board is requested to adopt the newly revised Bylaws of the Library Board of Trustees as presented.

**Suggested Motion:**

*I move the Board adopt the Bylaws of the Library Board of Trustees as presented.*

**HENDERSON COUNTY PUBLIC LIBRARY  
BYLAWS OF THE LIBRARY BOARD OF TRUSTEES**

The Henderson County Library Board of Trustees exercises the powers delegated to it by the Henderson County Board of Commissioners. The Board of Trustees performs the duties of an advisory board as outlined herein and serves as a liaison between the Library and County Government.

Responsibilities include:

1. Advising the Library Director and the Governing Body on library programs, policies, and regulations for the government of the library.
2. Providing recommendations to the Governing Body concerning the construction and improvement of buildings and other structure of the library system.
3. Otherwise advising the Board of Commissioners on library matters.

**Article I: Terms of Office**

1. The Library Board shall consist of eight (8) members appointed by the Board of County Commissioners as follows:
  - a. Seven at-large members who are residents of Henderson County.
  - b. The President of the Friends of the Henderson County Public Library shall serve on the Board of Trustees during his/her term of office.
  - c. The Board of County Commissioners may appoint one of its members as a trustee of the library for a term of one year subject to reappointment. The Commissioner shall be a non-voting member.
2. Terms of Service: The term of service shall be 3 years, or until such time as a replacement can be appointed. Trustees may not serve for more than 2 consecutive terms. Following a 12 month absence from the Library Board, an individual shall be eligible for reappointment. Newly appointed members will take office at the first meeting following their appointment by the Board of Commissioners. Notwithstanding the normal term of service, the Board of Commissioners may remove any trustee at any time for incapacity, unfitness, misconduct or neglect of duty.
3. In the event of a vacancy on the Library Board, the vacancy shall be filled by the Board of Commissioners for the unexpired term of the member creating the vacancy. The Library Director shall be responsible for notifying the Clerk to the Board of County Commissioners of any Library Board vacancies.
4. All actions of the Library Board shall be of the Board as a unit. No Library Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Library Board member by virtue of their office shall exercise any administrative responsibility with respect to the library nor, as an individual, direct the services of any library employee.

## **Article II: Officers**

1. The officers of the Library Board shall consist of the Chair, Vice-Chair, and Secretary. The Chair shall be selected by the Board of Commissioners; however, prior to such selection they shall receive any recommendation of the Board of Trustees for such position. The remaining officers shall be elected at the annual meeting of the Library Board and serve for one year.
2. The Board Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.
3. 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.
4. The Board Secretary shall keep a true and accurate account of all proceedings of the Board meetings. A library staff member, designated by the Library Director, shall record such proceedings and prepare them for the Board Secretary's approval. The library staff member shall also, with the Board Secretary's approval issue notice of all regular and special meetings; have custody of the minutes and other records of the Board; and notify the appointing body of any vacancies on the Board.

## **Article III: Committees**

1. The Chair shall appoint committees of two or more members for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

## **Article IV: Library Director**

1. The Library Director is the executive officer of the Library. The Director is appointed by and reports to the County Manager.
2. The Library Director shall have sole charge of administering the Library and shall consult with the Library Board regarding library policy and procedure, rules and regulations, library services, and the annual budget.

## **Article V: Meetings**

1. Regular meetings of the Library Board of Trustees shall be held every other month, or 6 times per year, on the second Thursday of the corresponding month at 9:00am at the Henderson County Main Library. A schedule of meetings shall be kept on file with the Clerk to the Henderson County Board of Commissioners. The Board shall have the authority to change the schedule of regular meetings, change the date of a regularly scheduled meeting, and/or change the meeting place without the necessity of approval of the Board of Commissioners.
2. The annual meeting shall be held at the time of the first regular meeting of each fiscal year. The business transacted at this meeting shall include the election of new officers.

3. A simple majority of the existing Library Board shall constitute a quorum for the conducting of all business.
4. Special meetings may be called by the Chair or upon the written request of three members for the transaction of business stated in the call for the meeting.

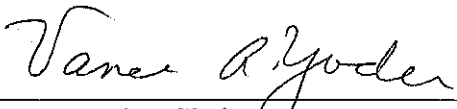
**Article VI: Procedures**

1. The rules of procedure for the conduct of business shall be those adopted by the Henderson County Board of Commissioners for the conduct of its business, excepting those sections that conflict with these Bylaws or are not applicable to this Board.
2. The order of business at the regular meetings shall be as follows:
  - a. Roll call
  - b. Disposition of minutes for previous meeting(s)
  - c. Public Comment
  - d. Communications
  - e. Director's report
  - f. Financial report
  - g. Committee report
  - h. Unfinished business
  - i. New business
  - j. Board Member comments
  - k. Adjournment

**Article VII: Amendments**

Amendments to these bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment(s) shall be sent to all members at least seven days prior to the voting session. A simple majority of the Library Board shall be sufficient for adoption of an amendment. Such an amendment would then be subject to approval by the Board of Commissioners. However, the Henderson County Board of Commissioners may repeal, amend or replace these bylaws at such times as they may determine.

APPROVED BY: Henderson County Public Library Board of Trustees  
February 14, 2019

  
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Vance Yoder, Chairman

ADOPTED BY: Henderson County Board of County Commissioners  
, 2019

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Grady Hawkins, Chairman