

## **PITTSYLVANIA COUNTY PUBLIC LIBRARY**

**BY -LAWS OF THE BOARD OF LIBRARY TRUSTEES** amended January 10, 1994, February 6, 1998, April 2, 1999, December 11, 2000; February 11, 2002,; December, 2003; amended June, 2013; June 2017; amended November 2021; amended November 2022

### **ARTICLE I: AUTHORITY OF THE BOARD OF LIBRARY TRUSTEES.**

**SECTION 1:** The CODE OF VIRGINIA (42.1-33) states "The governing body of any city, county, or town shall have the power to establish a free public library for the use and benefit of its residents. The governing body shall provide sufficient support for the operation of the library by levying a tax therefore, either by special levy or as a fund of the general levy of the city, county, or town".

**SECTION 2:** The CODE further states, "The management and control of a free public library system shall be vested in a board of not less than five members or trustees. They shall be appointed by the governing body, chosen from the citizens at large with reference to their fitness for such office.

**SECTION 3:** Members of the board shall adopt such by-laws, rules and regulations for their own guidance and for the government of the free public library system as may be expedient.

**SECTION 4:** The Board of Library Trustees shall hire a capable, trained library director who shall meet the qualifications established by the State Library under THE CODE (42.1-15), determine library policy, secure adequate funding, review and approve the annual budget and expenditure of library funds. Each trustee shall work actively for the improvement of library service, support library legislation, and be familiar with State and Federal legislation and standards relative to libraries.

Trustees shall attend board meetings regularly.

The Board of Library Trustees shall at their regular July meeting make appointments to the Board of Directors of the Pittsylvania Public Library (PPL) Foundation.

### **ARTICLE II: MEMBERSHIP.**

**SECTION 1:** Appointing authority, under THE CODE OF VIRGINIA, is the Board of Supervisors of Pittsylvania County.

**SECTION 2:** The membership of the Board of Library Trustees shall consist of ten members. The members shall represent each magisterial district: Banister, Callands-Gretna, Chatham-Blairs, Dan River, Staunton River, Tunstall, and Westover and the three towns: Chatham, Gretna and Hurt.

**SECTION 3:** All members shall be appointed for terms of four years. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. Members shall serve until their successors are appointed.

**SECTION 4:** Members shall not receive a salary or other compensation for service as a member but necessary expenses actually incurred may be paid from the library fund, as prescribed by the CODE OF VIRGINIA.

**SECTION 5:** A member of the Board of Library Trustees may be removed for misconduct or neglect of duty by the governing body making the appointment.

**SECTION 6:** Any member missing more than 50% of the regular meetings of the full board, except in the case of serious injury or illness, shall be considered negligent of duty. The chairman shall notify the governing board, requesting the removal of the trustee from the board and the appointment of another trustee to fill the unexpired term.

### **ARTICLE III: OFFICERS.**

**SECTION 1:** The officers of the Board of Library Trustees shall be a chair and vice-chair.

**SECTION 2:** Election of the chair and vice-chair shall be held at the annual meeting. (Article IV, Section 1)

**SECTION 3:** The office of secretary shall permanently be filled by the library director who serves, ex-officio, as a non-voting member of the board.

**SECTION 4:** The chair shall preside at meetings of the board. In the absence of the chair, the vice-chair shall preside. In case of the incapacitation or resignation of the chair, the vice-chair shall call a meeting of the board and preside until a new chair is elected by the board.

The chair shall serve as the chief executive officer with the authority to handle matters not requiring a vote of the full board.

The chair shall be, ex officio, a voting member of all standing and special committees

**SECTION 5:** The secretary shall prepare the minutes for approval by the board, keep the permanent minute book and shall give notice in writing of all meetings of the board.

**SECTION 6:** In addition to the foregoing duties, each officer shall perform the duties which, by custom and law and the rules of the Board of Library Trustees, shall devolve upon such officers in accordance with their duties.

## **ARTICLE IV: MEETINGS.**

**SECTION 1:** The Board of the Library Trustees shall meet monthly on the second Monday at 5:45 p.m. at the library in Chatham unless announced otherwise. The first meeting of the fiscal year shall be designated the annual meeting.

The Executive Committee can be empowered each year at the annual meeting and called at the discretion of the chair to meet in lieu of the full board to transact the monthly business of the board. Such meetings shall not exceed six annually.

**SECTION 2:** Special meetings may be called by the chair or upon written request of three trustees, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each trustee at least two days in advance of the meeting. In the event of an emergency meeting, a Waiver of Notice shall be signed by the trustees.

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When business needs to be transacted between regularly scheduled board meetings, it shall be the prerogative of the chair to transact such business with the board by conference call, surface mail, or electronic mail. Votes held without a physical gathering of board members should be seen as extraordinary and should be held only to facilitate the smooth conduct of board business. Report of such action shall be made in writing to all board members.

**SECTION 3:** A quorum for the transaction of the Board's business shall consist of five members.

**SECTION 4:** Suggested order of business.

### Action Items

- Call to order
- Reading and approval of minutes
- Additions and approval of agenda
- Financial report
- Operations report
- Actions on policies

### Informational Items

- Director's report
- Committee reports
- Announcements

### Adjournment

**SECTION 5:** Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the board.

## **ARTICLE V: STANDING COMMITTEES**

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**SECTION 1:** The standing committees of the Board of the Library trustees shall consist of an Executive Committee, By-laws Committee, Finance Committee, Marketing Committee, Personnel Committee, Long Range Planning Committee, and Building Committee.

The chair of the board shall serve as chair of the Executive Committee with two other members elected by the board at the annual meeting.

The other standing committees will consist of a chair, who is a member of the Board of Trustees, and at least two other members. Appointment of these committees shall be made by the chair of the board at the annual meeting. The chair of the board shall be, ex officio, a voting member of all standing committees.

**SECTION 2:** The standing committees will have the following responsibilities.

Executive Committee shall from time to time conduct the monthly business of the board as instructed by the Board. The committee further shall be available to advise the director on matters of interpretation of board policy between regularly scheduled meetings.

By-laws Committee shall annually review the by-laws, making recommendation for amendment when a majority of the committee votes to do so.

Finance Committee shall recommend policy in the area of the annual budget. If so requested by the board, the committee shall study and recommend alternate means of funding for the library.

Personnel Committee shall recommend policy in the area of salaries and wages of library personnel, personnel classification, probationary periods, promotion and retirement provisions. The committee shall conduct an annual review of the director. In the event the position of the library director becomes vacant, the committee shall conduct a search for a new director and make a recommendation to the board.

**SECTION 3:** The chair of the board shall have the power to appoint special committees, with the approval of the board, to undertake such projects as the board shall determine from time to time.

**SECTION 4:** A quorum for the transaction of business by standing and special committees shall consist of a majority of members of said committee.

**SECTION 5:** All meetings of the Board of Library Trustees and its committees must be transacted in open meetings of which the public has been notified through the media and/or posted in the library as required by the FREEDOM OF INFORMATION ACT. Exceptions are provided for legal and personnel matters.

## **ARTICLE VI: LIBRARY DIRECTOR**

**SECTION 1:** The library director shall be appointed by the Board of Trustees of the Library.

**SECTION 2:** The Director shall be considered the chief operating officer of the library system .

**SECTION 3:** The Director shall attend all board meetings and committee meetings, except those at which the appointment, salary, or performance of the director is to be discussed or decided.

## **ARTICLE VII: DEVIATION.**

**SECTION 1:** Temporary deviation from the by-laws for a specified reason and time may be approved at any regular meeting of the board with a quorum present provided the deviation has been stated in the call for the meeting and discussed by the board. Such deviations are not intended as amendments to the by-laws.

## **ARTICLE VIII: ELECTRONIC MEETINGS**

**SECTION 1:** It is the policy of the Pittsylvania County Public Library Board of Trustees that individual Library Board members may participate in meetings of the Library Board of Trustees by electronic communication as permitted by Sec. 2.2-3708.3 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

**SECTION 2:** Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Library Board to be physically assembled at the primary or central meeting location.

**SECTION 3:** When such individual participation is due to a personal matter, such participation is limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

**SECTION 4:** Further, it is the policy of the Library Board that the Library Board may hold all-virtual public meetings pursuant to subsection C of Sec. 2.2-3708.3. Such all-virtual public meetings are also limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. Additionally, an all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

**SECTION 5:** Requests for remote participation or that the Library Board conduct an all-virtual public meeting shall be conveyed to the Library Director who shall then relay such requests to the chair of the Library Board.

**SECTION 6:** Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (Sec. 2.2-3700 et seq. of the Code of Virginia). If a member's participation from a remote location is challenged, then the Library Board shall vote whether to allow such participation.

SECTION 7: The request for remote participation of that the Library Board conduct an all-virtual public meeting shall be recorded in the minutes of the meeting. If the Library Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by Subsections 2.2.-3707 and 2.2-3708.3 depending on the type of remote participation or all-virtual public meeting.

**ARTICLE IX: REVIEW AND AMENDMENT.**

**SECTION 1:** The by-laws shall be reviewed annually.

**SECTION 2:** On the recommendation of the By-laws Committee, the by-laws can be amended at any regular meeting of the board with a quorum present, provided the amendment(s) was stated in the call of the meeting, and discussed by the board. (Article IV, Section 3)

**SECTION 3:** By-law amendments shall be read twice and approved on the second reading.

**ARTICLE X: APPROVAL OF LIBRARY POLICY**

**SECTION 1:** New and amended policies shall be read twice and approved on the second reading.