

By Laws of the Franklin County Library Board of Trustees

I. Meetings

The Library Board shall meet quarterly. These meetings will be held on the third Thursday of February, May, August and November at 7:00 p.m. The February meeting will be held in Bunn, the May meeting in Youngsville, the August meeting in Louisburg, and the November meeting in Franklinton.

The regular annual meeting of the Library Board shall be held on the third Thursday in August of each year at 7:00 p.m.

Special meetings may be called by the Chairman, or upon the written request of a quorum of members for the transaction of business stated in the call for meeting.

Notices of all meetings shall be mailed by the secretary to all members at least five days before the meeting.

II. Board Members

a) The Library Board of the Franklin County Library shall consist of seven members. One or more Commissioner(s) may serve on the Library Board as judged necessary by the Board of Commissioners. A Commissioner may not serve as Chair.

b) Each commissioner will have one nomination to the Library Board. Each appointee will serve on the Library board and will not hold another appointed or elected office, unless it is the office of Commissioner itself.

Appointments will be made: by the majority of the Board of Commissioners.

c) Each appointee's term will be concurrent with the term of the Commissioner who proposed the candidate for appointment.

d) Appointments are from December 1st of the year of appointment to November 3rd. If the appointment is not made within 60 days, the Board of commissioners may make the nomination, then the appointment.

e) If the appointing Commissioner(s) is not reelected, or resigns, the newly elected or appointed Commissioner will make a nomination of his/her choice to fill the Library Board position.

f) If an unexpected vacancy occurs, an appointment, upon recommendation by the affected commissioner, is to be made to complete the term. After completing the term that person will be eligible for appointment to one regular term.

III. Officers

Officers of the Library Board Shall serve a two-year term. Officers of the board may be re-elected for one consecutive term for the same position. Officers shall be as follows:

Chairman, Vice-Chairman, Treasurer, Secretary, (The Librarian may serve as secretary to the Board, but has no vote).

IV. Duties

The duties of board members consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine policy of the library, recommend a competent, professionally certified Librarian. They shall advise in the preparation of the (*annual*) budget, approve it and work to obtain the necessary funds. They shall study and support legislation which will bring about the greatest good to the greatest number of libraries. They shall cooperate with other public officials and boards and maintain vital public relations.

The Chairman of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Chairman, along with the Librarian, shall serve a liaison between the library board and the County Commissioners.

The Vice-Chairman shall, in the absence of the chairman, serve as presiding officer, or the members present may select a temporary chairman for the meeting.

The treasurer shall have charge of the Library Board Funds, shall sign checks on the authorization of the Library board, and shall report at each meeting on the state of the funds.

The Secretary shall keep a true and accurate account of all proceedings of the Library Board meetings, shall issue notices of all regular meetings and, on the authorization of the Chairman, of all special meetings. The Secretary shall have custody of the minutes and other records of the Library Board and shall notify the appointing body of any vacancies on the Library Board.

The Librarian shall plan the policies of the Library with the staff and Library Board for formal adoption by the Library Board, shall attend Library Board, shall carry out the details of library policies adopted by the Library Board, and shall make regular reports of the Library's progress to Library Board, and to the North Carolina State Library. He/She shall operate the library within the budget adopted by the Library Board and approved by the County Commissioners, shall cooperate with other city and county officials and community groups, shall have charge of the administration, of the Library under the direction and review of the Library Board.

V.

Committees

Special committees for the study and investigation of special problems may be appointed by the Chairman, with such committees to serve until the completion of the work for which they were appointed.

VI. Quorum

A quorum for the transaction of business shall consist of four or more of members of the Library Board.

VII.

Order of Business

Order of Business at the regular meetings shall be as follows: Call to order and roll call

- . Approval of Previous meeting's minutes
- . Approval of Treasurer's report
- . Committee Reports
- . Approval of bills
- . Communication
- . Unfinished business
- . New business
- . Librarian's report
- . Adjournment

VIII.

Amendments

These by-laws may be amended at any regular meeting of the Library Board with a quorum present, by unanimous vote of the members present, provided the amendment was stated in the call for meeting. Amendments to the By-Laws are subject to approval by the Board of County Commissioners.