

BEAUFORT COUNTY LIBRARY
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A Department of Beaufort County Government

BYLAWS
BOARD OF TRUSTEES
BEAUFORT COUNTY LIBRARY
Adopted April 14, 1993
Revised April 8, 2002
Revised September 10, 2014
Revised November 9, 2016

ARTICLE I
PURPOSE

The Beaufort County Library Board of Trustees' (hereinafter referred to as "Board") role is to advise and inform the County Council of Beaufort County, South Carolina (hereinafter referred to as "Council") and its staff in matters concerning the library system as set forth by its charter. The Library Charter, as approved by Council, shall be the controlling document of the Board's activities and its source of responsibility.

ARTICLE II
AUTHORITY

The Board of Trustees of the Beaufort County Library was created by Ordinance #79-12 and passed by the Council on August 27, 1979, pursuant to Act 564 (section 4-9-35), South Carolina Code of Laws. The Board derives its authority from that ordinance and from Ordinance #92-28 passed by the Council on October 12, 1992. The Board is vested with the powers enumerated in both ordinances and subject to all provisions of both ordinances.

ARTICLE III
MEMBERSHIP

Members of the Board are appointed by and serve at the pleasure of Council for whole-year terms of up to four (4) years. Members may be reappointed for up to three terms at the pleasure of Council, subject to voting requirements stated in Ordinance #90-1, the General Template for Establishment and Operation of Beaufort County Boards and Commissions. To the extent feasible, members shall be appointed from all council districts, and reflect the demographics of Beaufort County and the specific talents and skills needed on the Board as specified in the Charter. Members may be appointed out-of-district upon consent of the Council member who represents the district in which the vacancy exists. Members whose terms have ended shall serve until their successors are appointed and qualified. Trustee membership and termination will be in accordance with Cty. Ord. 92-28.

Members are expected to attend all regular and special meetings as representatives of their districts. The Board will adhere to Beaufort County Code of Ordinances: Article V. Boards and Commissions, Division 1, Section 2-193: "Members shall be removed automatically for: (a) Absences from more than 1/3 of the board or agency meetings per annum whether excused or unexcused; (b) Failure to attend any three consecutive regular meetings."

ARTICLE IV OFFICERS

The officers of the Board shall be a Chair, Vice-Chair, Finance Chair and Corresponding Secretary. The County's Director of Libraries, hereinafter termed "the Director," shall act as Recording Secretary to the Board. These officers shall be elected by the Board for a period of two years and shall be eligible for re-election to serve in those posts for a maximum of four years. The Chair shall be elected by secret ballot (per Cty. Ord.) and other officers, by a show of hands. No member shall hold more than one office at a time.

The Chair shall preside at all meetings, appoint committee members, serve as ex-officio member of the same, and perform other duties as the Trustees may direct. The Chair shall execute instructions from the Board of Trustees.

The Vice-Chair shall perform the duties of the Chair in the latter's absence and perform other duties as the Board may direct. The Vice-Chair shall chair the Director Evaluation Committee, following the evaluation parameters set forth in the Director Evaluation Policy adopted by the Board.

The Finance Chair shall act as a liaison between the library staff and the Board with regard to financial matters. The Finance Chair shall chair the Finance Committee.

The Corresponding Secretary shall handle all incoming and outgoing Board correspondence and maintain correspondence files (including significant email correspondence), act as membership coordinator and work with Council on Board termination letters.

ARTICLE V COMMITTEES

The officers listed in Article IV shall constitute the Executive Committee. This Committee shall serve in an advisory capacity to the Board and is empowered to act on behalf of the Board subject to ratification by the full Board. The Executive Committee will establish annual goals for the Board of Trustees.

Committees of both a standing and/or temporary nature shall be appointed by the Chair as necessary.

Standing Committees and Functions:

Advocacy Committee - shall promote library assets, issues and agendas to individuals, community organizations, town, county and state government; keep abreast of issues and legislation affecting libraries; coordinate all avenues of advocacy with the full Board, and solicit community support for the Library.

Finance Committee - shall contribute to the development of the annual budget prepared by the Director and recommend action to the Board; and, will subsequently review and monitor financial statements and reports and recommend further action to the Board.

Policies and Procedures Committee - shall review and revise library policies on a regular basis, review and/or revise procedures for Director evaluation, and recommend general Board policy and procedures for conducting trustee business.

School Partnership Committee - in consultation with library personnel shall establish and maintain a partnership with schools in Beaufort County.

Strategic Planning Committee - shall create, implement, evaluate and revise the strategic plan.

Director Evaluation Committee - shall be chaired by the Vice-Chair, and shall meet in accordance with the timeline established in the Director Evaluation Policy.

Nominating Committee - shall be appointed by the Chair and comprised of three Board members who are not officers. For regular elections every two years the committee will present a slate of officers at the January Board meeting, ask for any other nominations and call for a vote on officer positions. If vacancies occur during the year, the Nominating Committee will meet and present a slate for the vacant position at the next Board meeting.

Challenged Materials Committee - shall be comprised of three Board members appointed by the Chair, the Director and two library branch personnel. The Chair will inform the committee of any challenge submitted, ask the committee to review it and present a recommendation to the Board for approval.

ADHOC Committees - The Chair shall create and assign Board members to ADHOC committees as needed, informing them of the function of their committee.

ARTICLE VI MEETINGS

The Beaufort County Library Board of Trustees realizes it is in the best interest of its residents and taxpayers that full participation and attendance at all Board meetings be

achieved whenever possible. Regular meetings of the Board shall be held bi-monthly at a minimum. Additional regular or special meetings may be called by the Chair or a majority of the Board.

The Board will not conduct a vote on any business via email. All voting on issues will be done at a public meeting.

A notice of meeting, whether a regular or a special meeting, shall be given to each member at least five (5) calendar days prior to each meeting. In accordance with the Freedom of Information Act, local media shall be provided with a schedule of regular meetings at the beginning of each calendar year.

Notice of meeting and the agenda shall be posted in each library branch and provided to the local daily press at least twenty-four (24) hours prior to a regular or a special meeting. All meetings, both full Board and committee, shall comply with the South Carolina Open Meeting Laws, as applicable.

Since the Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by other electronic means without physical attendance, electronic attendance by a trustee may be utilized once a year.

A majority of the current members of the Board shall constitute a quorum. A quorum of members of the Board MUST be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

A Board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the Board at least 24 hours prior to the meeting unless such advanced notice is impracticable.

Conferencing by electronic means may be used during a meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the Board; or (iii) a family or other emergency, personal business or schedule conflict.

As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that the

notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

The meeting minutes shall include the members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means.

The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) so that the public audience, the Board members in attendance and any staff will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.

In the absence of the Chair at a regular or special meeting, the Vice-Chair will preside. In the absence of the Chair and Vice-Chair, the Finance Chair will preside.

The order of business at regular meetings shall be as follows, and/or revised at the discretion of the Chair:

- Call to Order
 - Pledge of Allegiance
 - Public Comment
 - Action on Minutes
 - Correspondence and Communications
 - Director's Report
 - Director's Financial Report
 - Committee Reports
- Standing Committees:
- Advocacy Committee
 - Finance Committee
 - Policies and Procedures Committee
 - School Partnership Committee
 - Strategic Planning Committee
- When necessary:
- Director Evaluation Committee
 - Nominating Committee
 - Challenged Materials Committee

Liaisons:

- Friends of the Library
- Library Foundation

Ad Hoc Committees:

Other committees as necessary

- Old Business
- New Business
- Adjournment

An agenda for each meeting shall be prepared by the Director in cooperation with the Chair. A preliminary agenda should accompany the notice of meeting, with a final agenda being provided, if necessary, at the meeting. Meeting minutes shall be posted on the County website and on the Library website.

Members of the public who wish to address the Board may do so in the Public Comment segment of the order of business. A time limit of 3 minutes per person will be adhered to unless extended by the presiding Chair.

Robert's Rules of Order shall govern parliamentary procedures at Board meetings.

ARTICLE VII LIBRARY DIRECTOR AND STAFF

The Board of Trustees will recommend to the County Administrator a person to hire as the Library Director. The Director shall carry out policies adopted by the Board, County Council, and County Administrator (when applicable) and shall be responsible for employment and direction of staff, maintenance and security of library buildings and equipment, offering library services to the public, and operation of the library according to the annual budget. The Director shall make regular reports on library operations and activities to the Executive Committee and to the Board. The Board will annually evaluate the performance and effectiveness of the Director in accordance with the Director Evaluation Policy.

ARTICLE VIII FINANCIAL MATTERS

The fiscal year of the Beaufort County Library shall end on June 30th of each year. The fiscal year mirrors that of the County and will change if the County changes its fiscal year.

All members of the Board and the Director shall be adequately insured under the County Council's blanket tort liability insurance.

No member of the Board or employee of the Library shall have any authority to enter into or sign a contract or incur any indebtedness or liability in the name of, or on behalf of, the Board without the Board's authority and approval.

Members of the Board will not receive compensation for the performance of their duties. However, they may be reimbursed for expenses incurred in the discharge of their duties, with prior approval, subject to the provisions of their respective charter. (Per Cty. Code sec. 2-195. Compensation)

ARTICLE IX GIFTS

All gifts to the Library, of either monies or securities, shall be deposited in such bank or banks as may be designated by the Board and shall be subject to checks signed by the Chair and/or Vice-Chair, or other member designated by the Board and the Director. All gifts of property, monies or securities shall be held or disposed of as may be directed by a majority of the Board and such decisions will be made that are deemed, in the Board's judgment, to be most beneficial to the County's library system.

ARTICLE X AMENDMENTS

These bylaws may be amended at any regular meeting of the Board at which a quorum is present by a majority vote of the members present, provided notice of the proposed amendment and of the language thereof has been included in the Recording Secretary's written notice of the meeting. These Bylaws shall be reviewed three years from the date of the latest adoption or as necessary for accuracy.

ADOPTED THIS 9TH DAY OF November 2016

TO BE EFFECTIVE IMMEDIATELY.

BOARD OF TRUSTEES
BEAUFORT LIBRARY

By: Bernie P. Kole
Bernie P. Kole, Chair

By: Ray McBride
Ray McBride, Secretary

ATTEST:

Ernesta Kohn

Peggy Manti

Delia A. Johnson

Rosalie Richman

Eileen M. Fitzgerald

Kelma Dube

James Lee Ladd

Joseph M. Donald

Bernard Kola

A. Ross