

BEAUFORT COUNTY LIBRARY
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Beaufort, South Carolina 29902
Phone: (843) 255-6430 Email: library@bcgov.net
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
Revised, January 10, 2024

**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 (**Appendix A**) 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 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 is subject to all of the 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 of 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 (**Appendix B**) 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), acts 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:

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.

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 (**Appendix B**).

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.

Request for Reconsideration Committee- shall be comprised of the Director and three Board members appointed by the Chair. 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. Public notification of

meetings, whether a regular or a special meeting shall be published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

Notice of meeting and the agenda shall be posted online and at the meeting site 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 follow 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.

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.

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.

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.

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.

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 capacity 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
- Approval of Minutes
- Correspondence and Communications
- Director's Report
- Director's Financial Report
- Committee Reports

Standing Committees:

Finance Committee
Policies and Procedures Committee
Strategic Planning Committee

When necessary:

Director Evaluation Committee
Nominating Committee
Request for Reconsideration Committee

Liasons:

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.

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.

The current version of 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 from the County Administrator. (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 10th TH DAY OF JANUARY, 2024

TO BE EFFECTIVE IMMEDIATELY.

BOARD OF TRUSTEES
BEAUFORT LIBRARY

By: Lynne Miller
Lynne Miller, Chair

By: Amanda Dickman
Amanda Dickman, Secretary

ATTEST:

Lynn Miller

~~Debra J. [unclear]~~

Bernie Kole

Brenda L. Howell

Jane E. Pater

[unclear]

[unclear]

Jannine M. Mutterer

Rosalie Richman

COUNTY COUNCIL OF BEAUFORT COUNTY
CHARTER OF
LIBRARY BOARD

IN COMPLIANCE WITH BEAUFORT COUNTY ORDINANCE 89-9 (GENERAL TEMPLATE) AND PURSUANT TO SOUTH CAROLINA ACT 564 OF 1978.

I. PURPOSE:

To guide and keep informed County Council of Beaufort County (hereinafter referred to as "Council") in matters concerning the development of library services in Beaufort County.

II. MEMBERSHIP:

Reference Section III of Ordinance 89-9.

III. POWERS AND DUTIES:

(a) Hire the Chief Librarian, upon advice and consent of the County Administrator; and

(b) Recommend to Council the acquisition and disposal of property and facilities; and

(c) Establish written policies for the acquisition of books and other library materials for use throughout Beaufort County; and

(d) Accept from the public, on behalf of Council, donations of funds, services, books and other items suitable for use in the Library's delivery of service; and

(e) Designate or mark equipment, rooms, buildings and other library facilities commemorating and identifying gifts and donations; and

(f) Develop and coordinate library services in Beaufort County through participation in the Beaufort County Library Federation and other affiliates as may be appropriate; and

(g) Review and recommend the Library budget, as prepared by the Chief Librarian, for submission to the County Administrator (this includes any and all other revenue sources consistent within the requirement of the funding source); and

(h) Adopt regulations necessary to insure effective operations, maintenance and security of the property of the library system, provided, however, such regulations shall

not be in conflict with policy or regulations established by Council.

Adopted this 22nd day of May, 1989.

To be effective July 1, 1989.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: 

William M. Bowen
Chairman

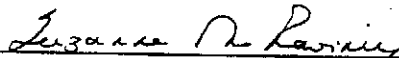
BY: 

John P. Perry
County Administrator

BY: 

Randolph L. Wood, Jr.
Deputy Administrator
Community Services

ATTEST:


Clerk to Council

LIBRARY BOARD

BY: 

Nancy F. Pearson
Chairman

**Beaufort County Library
Board of Trustees**

311 Scott Street Beaufort County, SC 29902

Library Director Evaluation Policy and Procedure

The Beaufort County Board of Trustees (“Board”) will conduct a six-month probationary evaluation for a new Library Director (“Director”). The Board will conduct an annual formal, written evaluation for new and established Directors. Evaluations will be consistent with the Beaufort County Evaluation Policy. The evaluations will be conducted in a timely fashion, with full participation from the Board to provide feedback on the Director’s performance.

Purpose: The purpose of the evaluation is for the Board to assess the performance of the Director, to improve the performance of the Director and the Board to communicate with each other regarding strategies, goals and outcomes of the Library. Feedback on performance should be continuous throughout the year and not just an annual event. The evaluation process should be reviewed annually for consistency and fairness; and to meet changing circumstances. The purpose of the performance evaluation process is:

- To give the Director a clear understanding of the Board's expectations based on the goals, strategies, outcomes in the Strategic Plan and the Director job description
- To provide feedback and coaching on how well the expectations are being met
- To serve as a formal vehicle of communication between the Board and Director;
- To identify the Board's concerns so that appropriate action can be taken;
- To summarize and document accomplishments or shortfalls of the Library and to ensure the effectiveness of the Director; and
- To demonstrate sound governance practices and accountability to Beaufort County officials and to the community.

Committee Appointment: The Vice-Chair shall be the Chair of the Director Evaluation Committee (DEC). Annually, the Board Chair shall appoint two additional Board members to serve on the DEC - one of whom has prior DEC experience.

Performance Areas: The Director evaluation should primarily be based on the Director's performance relative to the strategies, goals, and outcomes outlined in the Library’s Strategic Plan as well as the responsibilities outlined in the Director job description.

Performance areas should include, but not be limited to:

- Library strategies, goals and outcomes
- Management team and staff relations
- Quality of Library services and programs
- Financial planning and management
- Community relations
- Professional Development of management team, staff and self
- Relations with Beaufort County officials
- Communications and relations with the Board

- Duties as outlined in the Director's job description,
- Strengths, and
- Areas for improvement.

Regular feedback should be provided to the Director by the Chair throughout the year. If problems with the Director's arise during the year, the Board should share those concerns with the Chair.

Note: Directors are dismissed after serious infractions of Board, County or Library policy, violation of the law, or poor performance coupled with unwillingness to improve. The reasons for dismissal must be thoroughly documented. The dismissal and/or appeals process should be in accordance with Board or County Personnel Policies. The Board should not begin a dismissal process unless it understands the implications, has consulted with the appropriate county government officials, believes its position is defensible, and has obtained appropriate legal counsel from the County attorney.

Evaluation Process: The DEC will work with the Director and the full Board to compose the written evaluation. Feedback will also be sought from County Administration. The DEC will employ a standard Director evaluation tool (**Attachment A**).

The process for evaluation will be:

- The DEC will meet to review the goals, process and timeline for the evaluation.
- Director will submit a self-assessment using the standard Director evaluation tool (Attachment A)
- The Director job description and self-assessment will be distributed to all board members.
- The DEC chair will interview all board members to get qualitative and quantitative feedback
- The DEC chair will compile the interview results and draft the Director evaluation for distribution to the DEC for comment and revision
- The final draft will then be sent to the Board for discussion in executive session at a Board meeting.
- The DEC Chair will meet with the Director to provide a written copy of the Director evaluation and provide coaching on performance
- The Board Chair, DEC Chair, and Director will sign the evaluation which will be forwarded to the appropriate County official(s) and be retained by the Board and Director.

End of policy.

Adopted January 10, 2024

**Beaufort County Library Director Evaluation Form
(Attachment A)**

Director _____

Period of Review From _____ to _____

Status: Probationary _____ Regular _____

Thank you for taking time to provide feedback on the performance of the Director of Beaufort County Libraries. Your comments will be anonymous but not confidential. The comments will be compiled into a comprehensive evaluation for the Director. The goal is to provide coaching to the Director so performance can be improved. Please provide constructive coaching advice. You have been provided a copy of the Director's self-assessment along with the Director job description and BCL strategic plan.

Please rate the Director using the following scale for each of the performance categories:

1	2	3	4	5
Unable to rate	Disagree Strongly	Disagree Somewhat	Agree Somewhat	Agree Strongly

Strategic Planning; **Rating** _____

Beaufort County Library has a strategic plan that outlines strategies, goals and outcomes. The current plan has been provided to you. Please consider the following in your evaluation:

- The strategic planning process
- Progress made toward the goals
- Major accomplishments
- User experience

Board Relations: **Rating** _____

- The Board's ability to effectively govern is largely based on the relationship with the Director. Please consider the following in your evaluation:
- Board communications regarding library performance and key issues
- Effectiveness of board meetings
- Director approachability and receptiveness

Community Relations: **Rating** _____

The Director serves as the spokesperson and liaison to the communities in Beaufort County. Please consider the following in your evaluation:

- Director's role as spokesperson
- External communications
- Director's creation of partnerships

Finances:

Rating _____

The Director is responsible for working with the County and the Board to prepare an annual budget, manage expenses and think strategically about reserves. The Director is a steward of the County’s resources. Please consider the following:

- Budget preparation
- Financial performance
- Fiscal prudence

Human Resources:

Rating _____

The Director is responsible for recruitment, orientation and performance of staff. The ability of the Director to create a culture of service excellence and continuous improvement is central to Library performance. Please consider the following:

- Library staffing
- Workforce development
- Culture

Facilities Management:

Rating _____

The maintenance, renovating and development of library buildings is key to a good user experience. Please consider the following:

- The maintenance and renovation of facilities
- The assessment of community need and development of new facilities

Collections and Programs:

Rating _____

The user experience is largely based on the breadth of collections and programs. Please consider the following:

- Access to a variety of materials in various formats
- Breadth of programs offered
- The quality of the user experience

Director’s Strengths and Areas of Improvement:

Director

Date

DEC Chair

Date

Board Chair

Date