

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

PREAMBLE AND MISSION STATEMENT

The Library Board of Trustees was created by law to act as the citizen control or governing body of the library. Legal responsibility is vested in the Library Board, which is the policy-making body of the organization. The board's responsibilities include hiring, supervising and evaluating a director, cooperating with the director in formulating all library policies and regulations, promoting library interests, procuring funds adequate for an excellent library program consistent with accepted public library standards and reflecting the needs of the citizens of Charleston County, controlling library funds and property, cooperating with other public agencies, and, in general, managing and controlling the library as a whole.

ARTICLE I

AUTHORITY

The Board of Trustees of the Charleston County Public Library was created by Ordinance #304 passed by the Charleston County Council on May 15, 1979, pursuant to Act 564, S.C. Code of Laws, 1978. The Board of Trustees derives its authority from that ordinance and is vested with the powers enumerated therein.

ARTICLE II

APPOINTMENT, ATTENDANCE AND RESIGNATION

The Charleston County Public Library system shall be controlled and managed by a Board of Trustees consisting of eleven members appointed by the Charleston County Council for staggered terms of four years, beginning January 1 and ending December 31 and until successors are appointed and qualify. Vacancies shall be filled in the manner of the original appointment for the unexpired term. To the extent feasible, members shall be appointed from all geographical areas of the county, reflect the demographics of the County of Charleston and the specific talents and skills needed on the board. One member of the Friends of the Library shall be designated as Board Liaison, to attend regularly scheduled Board meetings and provide monthly updates, but shall not possess voting privileges.

A record of Board attendance shall be reflected in the minutes of each meeting. A Board member who fails to attend three consecutive scheduled meetings is deemed to have resigned. The Board may reinstate a Board member who has resigned in this manner upon her or his written request, but only once during a term. Absent such request, County Council shall be notified of the vacancy. A Board member, anticipating an extended period of absence, may receive a Leave of Absence upon her or his written request, but only once during a term. Any Board member may resign by written notice to the Secretary. A Board member shall not serve more than two consecutive terms, but shall be eligible for reappointment after a period of two years of absence from the Board.

ARTICLE III

OFFICERS

Officers of the Board of Trustees shall consist of a Chairman, a Vice-Chairman, a Secretary and a Treasurer, to be elected at the June meeting and take office at the August meeting of the Board of Trustees.

The Chairman shall preside at all meetings, appoint committees, and serve as ex-officio member of the same, and perform other duties as the Trustees may direct.

The Chairman shall execute instructions of the Board of Trustees.

The Vice-Chairman shall perform the duties of the Chairman in the latter's absence and perform other duties as the Board may direct.

The Secretary shall attend all meetings, and shall be responsible, with assistance of library staff, for recording of all proceedings of the Board, shall review and read the minutes of each meeting, transact correspondence, and perform other duties as required by the Board. The Secretary shall, with the Chairman, execute any legal documents by order of the Trustees.

The Secretary shall keep an account of the attendance of all Board members. The Secretary shall notify any Board member after three (3) absences during any fiscal year, July 1 to June 30, of the provisions of Article II, section 2 and the Chairman shall be informed of this action.

The Treasurer shall supervise the receipt and disbursement of all monies under the instructions of the Trustees. Payments shall be made by check signed by the Treasurer or other officer designated by the Trustees and all checks shall be co-signed by the Chairman, or in the absence of the Chairman, the Vice-Chairman.

ARTICLE IV

COMMITTEES

The officers listed in Article III shall constitute the Executive Committee, which shall, subject to authority granted in the ordinance, adopt and promulgate rules for the control and management of the Charleston County Library System. Standing Committees shall include the following:

Finance Committee, which shall be comprised of three board members appointed by the Chairman. The Finance Committee shall plan, execute and evaluate the acquisition of supplemental funds in addition to those provided by the county and the state in order to operate the county library system.

Nominating Committee, which shall be comprised of three board members who are not officers, appointed by the Chairman. The Nominating Committee shall present a slate of officers at the June

meeting for the Board's approval. If vacancies occur during the year, the Nominating Committee will meet and present a slate at the next board meeting.

Advocacy Committee, which shall be comprised of at least three board members appointed by the Chairman, shall plan, execute and evaluate the board's advocacy.

Other committees shall be appointed by the Chairman as necessary.

ARTICLE V

ORDER OF BUSINESS

Regular meetings of the Trustees shall take place monthly, except July and December. The time and day of meetings will be decided each year. Special meetings may be called by the Chairman when necessary and/or at the written request of three trustees. Notice shall be given to each Board member. Six trustees shall constitute a quorum for the transaction of business. The Order of Business at regular meetings shall include, but not be limited to:

1. Freedom of Information Announcement and Report
2. Public comment
3. Reading of all minutes of the last meeting and action thereon
4. Financial Report
5. Report of Standing Committees and/or special committees
6. Report of the Director
7. Report from the Friends of the Library
8. Unfinished business
9. New business
10. Adjournment

An agenda for Board meetings shall be prepared by the Director in cooperation with the Chairman of the Board and shall be provided to the members of the Board in advance of the meeting. Robert's Rules of Order shall govern parliamentary procedure at Board meetings. All meetings of the Board of Trustees, except those in Executive Session, are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will be given the opportunity in Public Comment, for which time will always be designated on the agenda.

ARTICLE VI

LIBRARY DIRECTOR AND STAFF

The Board of Trustees shall appoint as Library Director someone whose qualifications and credentials meet the certification requirements of the State Library Board. The Library Director shall carry out policies adopted by the Board and the County administration, and shall be responsible for the employment and direction of staff, for maintenance and security of library buildings and equipment, for the efficient offering of library services to the public, and for the operation of the library according to financial conditions set forth in the annual budget. The Library Director shall make regular reports on library operations and activities to the Executive Committee, and to the Board of Trustees. All employees of the library shall be subject to the provisions of the S.C. Code of Laws, 1976, Section 4-9-30(7). The Board will annually evaluate the performance and effectiveness of the Director based on the job description, work plan, and contract with the Director.

ARTICLE VII

FINANCIAL MATTERS

The fiscal year of the Charleston County Public Library shall end on June 30th of each year. No committee, board member, or employee of the library shall have any authority to make 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. No members of the Board will receive compensation for the performance of their duties. An operating budget prepared by the Library Director shall be approved by the Board of Trustees prior to its submission to County Council. A professional audit of all financial transactions shall be made at the end of each fiscal year, and the report submitted to the Board, to the County, to the S.C. State Library, and, if needed, to the appropriate federal agency.

ARTICLE VIII

GIFTS

All monetary gifts to the library shall be deposited in financial institutions as designated by the Board, and shall be subject to checks signed by the Board Treasurer. All gifts of property, money, or securities shall be held or disposed of as may be directed by the Board. Such direction shall be upon decisions made by a majority of the Board members, which in their judgment will be most beneficial to the Charleston County Public Library System.

ARTICLE IX

STRATEGIC PLANNING

The Board shall engage in a strategic planning cycle every five years. Each year during that cycle the Board shall prepare its goals and objectives for the year. The Board shall review and evaluate the plans as carried out at the September board meeting. At the end of the strategic planning cycle the completed plan shall be reviewed and evaluated.

ARTICLE X

AMENDMENTS

Amendments may be made by a majority of members (six or more) at any regular meeting of the Trustees, provided one month's written notice has been given to the Trustees regarding the proposed amendment and the language thereof.