



Library Board of Trustees Bylaws

ARTICLE I. NAME

The name of this organization shall be Botetourt County Library Board of Trustees ("Board" hereafter).

ARTICLE II. PURPOSE

This advisory board actively supports the mission, vision, values, and objectives of the Botetourt County Libraries.

ARTICLE III. MEMBERSHIP

- A. The Botetourt County Library Board shall consist of not less than five trustees, including one resident from each of the five districts. They shall be appointed by the Board of Supervisors of Botetourt County, Virginia, chosen from the citizens at large with reference to their fitness for such office. There shall be one ex officio member who shall be a sitting member of the Board of Supervisors. The ex officio shall be non-voting.
- B. Term: Trustees shall be appointed for terms of four years. Each trustee may serve no more than two successive full terms.
- C. Compensation: A trustee shall not receive a salary or other compensation for services as a trustee. Necessary expenses, such as conferences or unusual travel, shall be paid from the library budget.
- D. Vacancies: Vacancies shall be filled for unexpired terms as soon as possible in the manner in which the trustees are regularly chosen. A trustee appointed to fill an unexpired term is eligible to be reappointed for the number of terms specified in the bylaws.
- E. Removal: A trustee may be removed for misconduct or neglect of duty by the Board of Supervisors. Neglect of duty may be interpreted to mean failure to attend three consecutive board meetings or failure to carry out the duties of a trustee. The Library Board Chair or Vice-chair may discuss problems with a specific trustee in an attempt at resolution. Unresolved issues should be referred to the Board of Supervisors for any action.

ARTICLE IV. DUTIES OF ALL TRUSTEES

Section 1. Trustees shall advocate for effective library operations and facilities to meet patrons' needs. Trustees shall uphold the integrity of the library, performing their duties impartially and diligently. While each trustee represents the district from which he or she was appointed, trustees advocate for all County citizens with their diverse range of needs and interests. Trustees shall act in support of the library system, not for personal gain. As such, they shall avoid any conflict of interest or the appearance of a conflict of interest. Trustees shall demonstrate respect for the opinions of their colleagues, library staff, and patrons. In their advisory capacity, trustees will engage in the following activities and provide useful input about the library system:

- A. Understand the library system's organization, funding sources, and the characteristics of the community it serves
- B. Review documents related to the library operations and policies, including these bylaws, Botetourt County policies, the Trustee Handbook for Advisory Boards from the Library of Virginia, and relevant sections of the Code of Virginia.
- C. Review library policies and consider amendment as necessary
- D. Review major gifts to the library as necessary
- E. Stay current with library trends and issues
- F. Understand and support the role of the Library Director
- G. Participate in the strategic planning process

Section 2. Finances

- A. The Board recognizes that adequate financial support is essential for good library service and advocates for this support.
- B. The Board reviews any periodic reports that are presented to governing officials and the Library of Virginia.
- C. The Board reviews the annual budget that is submitted to the governing officials.
- D. The Board reviews the status of library facilities with a goal of ensuring that the facilities adequately meet the physical requirements of the library system and its patrons.
- E. The Board reviews expenditures as necessary.

Section 3. Personnel support

- A. The Board supports the recruitment and retention of quality employees in a system with meaningful work, competitive compensation, productive work environments, team-oriented working relationships, and recognition of dedicated and meritorious service.
- B. The Board collaborates with the County Administrator in the hiring, evaluating; encouraging and supporting a capable, trained Library Director.
- C. While the Board may be consulted about policies affecting personnel, the Library Director shall have immediate oversight of staff members in conjunction with the requirements of the County Administrator and Botetourt County Human Resources.

ARTICLE V. OFFICERS

Section 1. The officers of the Library Board shall be a Chair and a Vice-Chair with a one-year term of office from January through December. Officers may serve multiple terms. Secretarial functions shall be managed by the Director.

Section 2. Elections

- A. Nominations for office may be made by any trustee and may include self-nomination.
- B. Officers shall be elected at the last regular meeting in each calendar year and shall assume duties of their office on January 1st of the subsequent year. They shall remain in office until their successors begin their terms.
- C. If an officer is unable to fulfill the term of office, an election will be held as soon as possible for a trustee to assume the position until the end of that calendar year.

Section 3. Duties

- A. The Chair shall preside over meetings and serve as the spokesperson of the Board as needed. The Chair may confer with the Director about the agenda and shall help the Board

adhere to the agenda as closely as possible. The Chair may serve as a liaison between the Director and other trustees.

- B. The Vice-chair shall fill the duties of the Chair in the Chair's absence and may agree to take on additional specific duties.
- C. Secretarial duties include the development and posting of accurate minutes along with other correspondence related to the work of the Board.

ARTICLE VI. MEETINGS

Section 1. Types of Meetings, all subject to the Virginia Freedom of Information Act

- A. Regular open meetings: Regular meetings shall be held at least eight (8) times per year at a time and place designated by the Board.
- B. Special open meetings: Special meetings, including work sessions, may be held at any time at the call of the Chairman, the Director, or any two trustees, providing that notice is provided in accordance with the Freedom of Information Act.
- C. Closed meetings: The Virginia Freedom of Information Act allows closed meetings in certain circumstances. Trustees must be familiar with those circumstances and processes.
- D. In usual circumstances, meetings are held in person. In unusual circumstances, a meeting may be canceled or held virtually as allowed by law for advisory boards. If a virtual meeting is necessary, trustees shall adhere to the Code of Virginia, 2.2-3708.3, regarding meetings held through electronic communication means.

Section 2. Publication of Meetings

- A. Meetings are open to the public and shall be advertised at least on the library website and in accordance with the Freedom of Information Act.
- B. Changes in meeting times, dates, and/or places must be announced publicly in accordance with the Freedom of Information Act.

Section 3. Attendance

- A. A quorum at any meeting, required for votes on action items, shall consist of three or more trustees.
- B. Trustees agree to attend regular and special board meetings or notify the Chair of inability to attend as far in advance as possible.
- C. A trustee may attend an in-person meeting virtually if the trustee has a difficulty or medical condition that prevents the trustee from attending in person.
 - I. In such cases, the trustee shall notify the Director and provide a reason for the virtual attendance, which will be documented in the minutes.
 - II. Virtual attendance at in-person meetings shall occur no more than twice in the calendar year except in the case of permanent disability. Additional virtual meetings may be allowed on a case-by-case basis.
 - III. Once the Board approves the virtual attendance, the virtual attendee shall be counted present and shall receive virtually all materials provided to in-person attendees.
 - IV. The Board arranges for the virtual attendee's voice to be heard by all in attendance.

Section 4. Procedures

- A. In accordance with Roberts Rules of Order (12th edition), meetings will follow an agenda with voice votes taken on any action items.

- B. Each regular meeting shall include an opportunity for public comment from citizens of the County who wish to offer feedback or suggestions about library operations. In accordance with Library Board policy, the Chair will monitor time limits and determine a mechanism for any necessary follow-up.
- C. Development or amendment of some policies may need review by the County Administrator or the Commonwealth Attorney's Office before those policies are finalized.
- D. Minutes shall be recorded at every open meeting and posted on the library website, to be archived after one year. Archived minutes and any documents reviewed during open meetings shall be made available to any citizen who requests them.

ARTICLE VII. COMMITTEES

A. Committees may be established for short-term exploration of an issue related to library business. Such committees are created for a specific duration of time. Non-members of the Board may serve on committees with the approval of the Board.

B. Standing committees may be established for consideration of ongoing issues and include the Chair as a member of the committee. Such committees may last indefinitely.

ARTICLE VIII. AMENDMENTS

A. These bylaws shall be reviewed routinely and revised as necessary. Amendments to these rules may be proposed at any regular meeting, but may be effective only after favorable vote at the subsequent meeting.

B. Any of the foregoing rules may be temporarily suspended for no more than thirty days by a unanimous vote of all the trustees present at any meeting. The vote of such suspensions shall be taken by yeas and nays and entered in the official record.

Revised and approved 11/15/84; 12/18/06; 10/13/21; 9/15/22; 2/15/24