

**BYLAWS  
Of  
ROWAN PUBLIC LIBRARY BOARD OF TRUSTEES**

*Revised 12-04-2019, 08-24-2022*

The Board of Trustees of Rowan Public Library exists by virtue of the provision of North Carolina General Statute 153A-265 through 153A-266 and exercises the powers, authority, and assumes the responsibilities delegated to it by the Rowan County Board of Commissioners.

**COMPOSITION, APPOINTMENT, TERM, REMOVAL**

The Board of Trustees shall be composed of 9 members. The Rowan County Board of Commissioners appoints 6 members and 3 members serve in an ex-officio capacity. The three ex-officio members are the president of the Friends of Rowan Public Library, the president of Rowan Public Library Foundation, and the Rowan County Commissioner appointed as liaison. The Rowan County Board of Commissioners shall appoint and reappoint members as vacancies occur. The Board of Commissioners may remove a Trustee at any time for incapacity, unfitness, misconduct or neglect of duty (GS 153A-265).

**BOARD TERM AND TERM LIMITS**

3 years, maximum 2 consecutive terms, with the exception of ex-officio members who will serve as long as they hold the office that qualifies them to serve on the Rowan Public Library Board of Trustees. After a board member has served two terms he or she may be reappointed after an absence of one year.

**BOARD POWERS AND DUTIES**

The Rowan County Board of Commissioners reserves the supervision and care of library facilities, appointments of employees, and budget development for itself.

The Trustees role is:

1. To formulate and adopt programs and policies for the library. The Rowan County Board of Commissioners have legal regulatory power for the library;
2. To make recommendations to the governing body concerning the construction and improvement of buildings and other structures for the library system;
3. To provide a representation on an interview committee for selection of a library director;
4. To serve as the final authority in re-determination of the availability of library materials;
5. To serve as the final authority in banning appeals;

6. To establish a schedule of fines and charges for late return of, failure to return, damage to, and loss of library materials, and to take other measures to protect and regulate the use of such materials;
7. To extend the privileges and use of the library system to nonresidents of the county which is supporting the system, on any terms or conditions the board may prescribe;
8. To otherwise advise the Rowan County Board of Commissioners on library matters.

### **LIBRARY DIRECTOR**

The Library Director shall be the executive officer of the library system and shall have general supervision and the responsibility of the libraries under the direction of the County Manager. The Library Director shall be responsible for the employment and direction of the staff, for the library services to the public, and for the operation of the libraries under the financial condition set forth in the annual budget.

### **OFFICERS**

Officers of the board are chosen for a one-year term at the June meeting. The officers shall be the Chairman and Vice-chairman. The Chairman of the board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall serve or the members may select a temporary chairman for the meeting.

The Secretary of the board shall be the Library Director's Administrative Assistant (but without voting privileges), who shall keep a true and accurate account of all proceedings of board meetings, shall issue notices of all regular meetings and on the authorization of the chairman of all special meetings; shall maintain in the Library Director's office the minutes and other records of the board; and shall notify the County Manager of any vacancies on the board.

### **MEETINGS**

General: The Board shall schedule regular bi-monthly meetings, at a regular time and date agreeable to members of the board. Special meetings may be called by the Chairman or on the written request of two members for the transaction of business stated in the call for the meeting. A quorum of the board shall consist of a simple majority of the board. Present at meetings will also include participation via conference telephone. Robert's Rules of Order shall govern all proceedings. All meetings of the board will be governed by the North Carolina Open Meetings Law (NCGS 143-318.9 to 143-318.18). Order of business shall follow this order: Call to Order, Approval of Minutes, Director's Report, Old Business, New Business, and Adjournment.

Placing an Item on the Agenda: Any party may submit a written request through the Library Director to appear before the Library Board of Trustees. This written request must include the topic, purpose, and necessary background information to understand the issue and what action they wish the Library Board of Trustees to take, if any. This written request must be received by the Library Director no later than seven (7) calendar days before the next regularly scheduled Library Board meeting in order for it to be placed on the meeting agenda.

Appeals: Appeals of decisions or rulings by the Library Director must adhere to the following process: after receiving a written response from the Library Director concerning a library policy or complaint, a party may appeal the decision of the Library Director to the Library Board of Trustees by following the procedures outlined above.

#### **AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the board of trustees by a majority vote, provided the amendment has been submitted in writing at the previous regular meeting. Amendments without notice require a majority vote of the entire board of trustees.

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