BEAUFORT COUNTY LIBRARY
311 Scott Street
Beaufort, South Carolina 29902
Phone: (843) 255-6490
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

ARTICLE I
PURPOSE

The Beaufort County Library Board of Trustees’ (hereinafter referred to as “Board”) role is to advise and inform the County Council (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 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 invested 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 the 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, reflect the demographics of Beaufort County and the specific talents and skills needed on the Board 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.)
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. 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 as long as they remain members of the Board. 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.

Resignation from office shall be by written letter submitted to the Board of Trustees. Any officer may be removed, with or without cause, by the vote of two-thirds (2/3) of the Board.

The Chair 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 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 when applicable.

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 Trustee correspondence and maintain correspondence files, to include significant email correspondence; acts as membership coordinator; and coordinates with Council any necessary trustee termination letters.

A Nominating Committee, appointed by the Chair, shall submit written nominations for officers at the regular January meeting to be voted upon at the next Board meeting. Before acceptance of the slate of officers, additional nominations may be made by any member of the Board.

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:** "The Committee will contribute to the development of the annual budget prepared by the Director and recommend action to the Board; and, will subsequently review and monitor periodic financial statements and reports and recommend further action to the full Board."

**Plans and Policies Committee:** shall assist the Director with library policy review and revision; with the creation and/or revision of the strategic plan; with the review and/or revision of current procedures for Director evaluation, and recommend general Board policy and procedures for conducting trustee business.

**ADHOC Committees and Functions:** ADHOC committees can be called by the Chair as needed.

**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 comprised of three board members who are not officers, appointed by the Chair. If vacancies occur during the year, the Nominating Committee will meet and present a slate at the next Board meeting.

**School Liaison Committee:** in consultation with the Youth Services Coordinator, will develop methods of strengthening partnership opportunities with the schools of BC.

**Friends of the Library Liaisons:** shall act as a representative of the Board to inform the Friends of the Library groups of Board actions and pertinent information.

And, other such committees as required.

**ARTICLE VI**
**MEETINGS**

The 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 membership of the Board. 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.

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

A majority of the current members of the Board shall constitute a quorum.

Electronic Attendance may be utilized by a trustee once a year. This form of attendance does not count toward a quorum and or voting eligibility.

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

.....Call to Order
.....Public Comment
.....Action on Minutes
.....Correspondence and Communications
.....Director Report
.....Financial Report
.....Assistant Director Report
.....Committee Reports
   Standing Committees:
       Advocacy
       Finance
       Plans and Policies
   ADHOC (as applicable)
       Director Evaluation Committee
       Nominating Committee
       School Liaison
       Friends of the Library Liaisons
       And, 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. At the least, 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 shall hire the Library Director. The Director shall carry out policies adopted by the Board, and shall be responsible for the employment and direction of staff, the 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 Director shall make regular reports on library operations and activities to the Board. The Board will annually evaluate the performance and effectiveness of the Director.

ARTICLE VIII
FINANCIAL MATTERS

The fiscal year of the Beaufort County Library shall end on June 30th of each 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 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 member of the Board will 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 the Board. Such direction shall be upon decisions made by a majority of the Board, decisions which in the Board’s judgment will 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 DAY OF September, 2014
TO BE EFFECTIVE IMMEDIATELY.

BOARD OF TRUSTEES
BEAUFORT LIBRARY

By: Bernie Kole
Bernie P. Kole, Chair

By: Jan O’Rourke
Jan O’Rourke, Secretary
(Internm Director)

ATTEST:

Jean P. Morgan