This pocket edition of the South Carolina Guide for Library Boards is intended to serve as a handy reference for library trustees and library staff, and for local officials who may be considering candidates for library boards.

For further information or to find out about opportunities for serving on library boards, contact the Library Development department of the South Carolina State Library:

(803) 734-6061 or lds@statelibrary.sc.gov
A common meeting agenda

1. Call to order
2. Roll call
3. Adoption of agenda
4. Approval of previous minutes
5. Current budget reports
6. Correspondence
7. Library director’s report
8. Committee reports
9. Unfinished business
10. New business
11. Next meeting date and time
12. Adjournment

Library Board Bylaws

What should be included in

Characteristics of a Good Board Member

- Active engagement with the community
- Interest in how the library can meet public needs
- Avoids conflicts of interest
- Adherence to ethical standards of truth, integrity, and honor
- Understanding of the purposes of public libraries
- Willingness to protect confidentiality of library records
- Knowledge of pertinent statutes (e.g., SC code pertaining to libraries, public meeting laws)
- Awareness of current political and economic issues that affect libraries
- Imagination, energy, and goodwill

Board Responsibilities

South Carolina’s public library boards of trustees are governing or administrative boards. This means that they are responsible, among other duties, for:

- Setting library policy
- Hiring, firing and evaluating the library director
- Empowering the library director to manage day-to-day operations of the library
- Engaging in strategic planning
- Approving library expenditures and submitting a budget
- Reporting annually to the county
- Submitting annual statistics to the state library

The board is selected by the county to serve terms as determined by that body. The library board must be broadly representative of the county as a whole.

Procedures for adopting or amending bylaws
- Rejected proposals and approved amendments
- Limitations on board members
- Relationship with the library director
- Provision for special committees

Ordinance

Selection, appointment, term length, number and composition of board, as determined by local ordinance

Place, time, and responsibility for regular meetings

Procedures for calling special meeting

Attendance requirements

Definition and requirements of a quorum

Parliamentary rules to be followed

Duties of officers

Positions and duties of individual board members

Appointment and responsibilities of standing committees

Provisions for special committees

Relationship with the library director

Limitations on board members

Required reports and yearly timetables

Procedures for adopting or amending bylaws

Order of business for meetings