



Union County Public Library

Board of Trustees Bylaws

Article 1. Name

The Board of County Commissioners has established the Board of Trustees of the Union County Public Library (hereinafter referred to as the "Board", the "Board of Trustees" or the "Library Board"), according to the provisions of North Carolina General Statute 153A-265, and has delegated to the Board of Trustees the authority described in these Bylaws.

Article 2. Purpose

The purpose of the Board of Trustees shall be to formulate and adopt, with assistance of the professional library director (hereinafter known as the Director), policies for the delivery of library services for all inhabitants of Union County, North Carolina, and to advise the Board of County Commissioners on matters of library development.

Article 3. Members

The Board of Trustees shall be composed of nine members, appointed by the Union County Board of Commissioners. All members must be residents of Union County and shall be chosen from the populace with reference to their qualifications of such office.

One person shall be appointed to represent each of the following regions:

- Marshville Region – Marshville and eastern Union County
- Monroe Region – City of Monroe and central Union County
- Weddington Region -- including Marvin and Wesley Chapel
- Waxhaw Region -- including Mineral Springs and southwestern Union County
- Union West Region -- Indian Trail, Stallings, Lake Park, Hemby Bridge
- Fairview Region – including Unionville and northwestern Union County

Three seats shall be at-large seats, and the person filling each of these seats may be a resident of any region of the County.

The Union County Board of Commissioners shall designate one of its own members to serve ex-officio on the Library Board. The Commissioner shall serve as a liaison and shall have no vote. Such member from the Board of Commissioners shall serve a term of one year to begin in the month of January.

The Union County Board of Commissioners may remove any member appointed to the Board of Trustees for incapacity, unfitness, misconduct, or neglect of duty. Failure to attend at least two-thirds of regularly scheduled meetings per year shall be interpreted as neglect of duty. Prior to the meetings, the secretary shall be notified of inability to attend.

Members of the Board shall serve without compensation.

Article 4. Terms

Members shall be appointed for two-year terms. Four members shall be appointed in January of odd-numbered years and five members shall be appointed in January of even-numbered years.

All vacancies on the Board shall be immediately reported by the Board of Trustees to the Union County Board of Commissioners, which shall fill the unexpired term for the vacant seat.

Article 5. Quorum

A quorum for the transaction of business at any meeting shall consist of five members. In the event a quorum is not present, any emergency action deemed necessary shall be taken with such action subject to ratification by a quorum at a called special meeting or at the next regular meeting.

Article 6. Officers

The officers shall be a chairperson and a vice-chairperson elected from among the appointed trustees at the annual meeting of the Board of Trustees.

Officers shall be elected to serve a term of one year or until their successors are duly elected.

The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings of the Board, appoint all committees, execute all documents authorized by the



Board, serve as ex-officio member of all committees, and generally perform all duties associated with that office.

The Vice-Chairperson, in the event of the absence or disability of the Chairperson, or vacancy in that office, shall assume and perform the duties and functions of the Chairperson.

The Director, as Secretary, shall keep a true and accurate record of all meetings of the Board, shall issue notices of all regular and specially called meetings of the Board, and shall perform such other duties as generally associated with the office of Secretary.

The Director shall make pertinent financial reports at regular board meetings.

Article 7. Meetings

There shall be at least six regular meetings of the Board of Trustees each year, held at a regular time and announced to the public via the Union County website. In addition, the schedule for regular meetings shall be filed with the Clerk to the Board of Commissioners.

The annual meeting shall be held at the time of the regular meeting in January of each year.

Special meetings shall be called at the direction of the Chairperson, or at the request of a majority of the Board, for the transaction of business as stated in the call for the meeting. Public notice of special meetings shall be given at least forty-eight hours before the meeting in accordance with the provisions found in North Carolina's open meetings law.

All meetings are open to the public except for matters in which a closed session is permissible under North Carolina law.

The order of business for regular meetings shall include, but not be limited to the following items: (a) Call to order (b) Adoption of the Agenda (c) Public Comment period (d) Presentation to the Board (e) Disposition of minutes of previous meeting (f) Report of the Director (g) Committee Reports (h) Communications (i) Unfinished Business (j) New Business (k) Announcements (l) Adjournment.

Meetings shall be conducted according to standard conventions of Parliamentary Procedure. The rules contained in Suggested Rules of Procedure for Small Local Government Boards shall govern the Board in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws.



Article 8. Powers & Duties of the Library Board

In accordance with North Carolina General Statute 153A-266, the following powers and duties are delegated to the Library Board:

To formulate and adopt programs and policies for the government of the Library which are consistent with state and federal statutes and regulations, and with Union County policies; and which assure public access to library resources and protection of County property.

To make recommendations to the Board of County Commissioners concerning construction and improvements of library buildings and the other structures for the library system.

To advise the County Manager on the appointment of a Library Director, who holds or is eligible for a North Carolina Public Librarian Certificate, as required by the State Aid eligibility requirements.

To establish a schedule of fines and charges for the late return, failure to return, damage to, and loss of library materials, and to take other measures to protect and regulate the use of library resources.

To extend the privileges and use of the library system to nonresidents on terms prescribed by the Board.

To otherwise advise the Board of County Commissioners on library matters.

To make an annual report on the operations of the Library to the Board of County Commissioners and to make an annual report to the Department of Cultural Resources as required by N.C.G.S. 125-5.

In accordance with N.C.G.S. 153-263(3), the Library Board shall make recommendations to the Board of County Commissioners regarding the acquisition of real property for the public library system.

Article 9. The Library Director

Employees of the Union County Public Library shall be employed in accordance with the Personnel Resolution adopted by the Union County Board of Commissioners.

The Director shall be responsible for adherence to the personnel policies of the County; for the direction and supervision of the staff; for the care and maintenance of the physical library property; for the adequate and proper selection of materials in keeping with stated library policies; for the efficiency of library services to the County inhabitants; for the financial



operation within the limitations of budgeted appropriations; and for providing financial, staffing, and operations reports and information to the County Commissioners as they require.

The Director shall keep the Library Board and the Board of County Commissioners abreast of all matters system-wide.

The Library Director may be terminated in accordance with the Union County Personnel Resolution.

Article 10. Amendment

These Bylaws may be amended by a majority vote of members present at a regular meeting of the Board of Trustees at which a quorum is present, provided that the proposed amendment was made known to all members in the call for the meeting.

Article 11. Approval

These Bylaws, and any amendments thereto, are subject to the approval of the Board of County Commissioners.

