

**BYLAWS**

**FOR THE JEFFERSON-MADISON REGIONAL LIBRARY'S  
BOARD OF TRUSTEES**

(REVISED 11/26/07)

**ARTICLE I: NAME AND MISSION**

**Section 1** The organization shall be called the Board of Trustees of the Jefferson-Madison Regional Library existing by virtue of the provisions of Section 42.1-35 and Section 42.1-39 of the Virginia Code and as outlined in the Regional Library Agreement.

**Section 2** The mission of the Jefferson-Madison Regional Library is to enhance the quality of life by providing equal access to information. The Regional Library serves all ages, promotes reading, serves as an educational resource, and supports democracy by fostering the free exchange of ideas.

**ARTICLE II: OFFICERS**

**Section 1** Officers shall be elected once a year at the June meeting.

- (a) A President and a Vice President shall be elected from the Board of Trustees.
- (b) If desired, a Secretary shall be elected from the Board or appointed from the Library staff.

**Section 2** The Director of Finance of the City of Charlottesville and the Library's Business Manager handle the accounting of the Library system's expenditure of funds.

**Section 3** The duties of the officers shall be such as by custom and law devolve upon them in accordance with their names.

- (a) If the Secretary is not present, the Minutes may be taken by any designated person.
- (b) The President shall appoint all committees, and be a member, ex officio, of all standing committees.

**ARTICLE III: MEETINGS**

**Section 1** Regular meetings shall be held once a month on an agreed-upon date, hour, and place.

**Section 2** Special meetings may be called by the President or any three Trustees.

**Section 3** A quorum for the transaction of business at any meeting shall consist of a majority of the Trustees present in person.

**Section 4** Proceedings of all meetings shall be governed by Robert's Rules of Order, and any rule may be suspended for any length of time by a unanimous vote of Trustees present in person.

**Section 5** The minimum content of the Agenda at regular meetings shall include:

- (a) Call to order
- (b) Disposition of the Minutes of the previous meeting
- (c) Director's report
- (d) Circulation report
- (e) Financial report
- (f) Committee appointments and reports
- (g) Old business
- (h) New business
- (i) Adjournment

**Section 6** Executive Sessions may be held for those purposes specified in Section 2.1-344 of the Virginia Code.

- (a) Attendance at Executive Sessions shall be limited to the Library's Board of Trustees, the Library Director, the Board's Attorney, and any others specially invited by the President with the concurrence of the Board to attend for specific reasons.
- (b) Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to Executive Session.

**Section 7**

**A Trustee shall notify the Library Director when unable to attend a Board meeting. Two consecutive absences without previous notice being given shall be reported by the President of the Board to the Trustee's respective jurisdiction.**

**ARTICLE IV: COMMITTEES**

**Section 1**

**There shall be a standing Budget Committee whose responsibilities shall include:**

- (a) Develop budget calendar with key dates for completion.**
- (b) Review and present salary recommendations to the Board.**
- (c) Review and evaluate programs to determine needed changes, establishing priorities.**
- (d) Approve or amend draft budget including all library funds.**
- (e) Support budget with appropriate authorities.**

**Section 2**

**There shall be a standing Personnel Committee whose responsibilities shall include:**

- (a) Review positions.**
- (b) Review and evaluate City contract with the Department of Human Resources.**
- (c) Act as consultant to the Director in matters of personnel.**
- (d) Act as advisor from the Board to the Director for matters of personnel.**
- (e) Review and take appropriate action on documented input of personnel concerns from individual Board members.**
- (f) Act as advisory to the Budget Committee in matters of personnel.**
- (g) Formulate and implement evaluation of the Director, or designate the President to carry out the evaluation.**
- (h) Review Staff Training Manual.**

**Section 3**

**Other standing committees may be created, abolished, or modified by the Board.**

- Section 4**            **Special committees may be created by the President and shall exist until completion of the work for which they were created.**
- Section 5**            **The President shall appoint members of all committees, designating one member chairman.**
- Section 6**            **The President, in creating special committees, may become an ex officio, voting member of such committee, subject to approval of the Board.**
- Section 7**            **The President and Library Director shall be invited to all committee meetings at the time regular committee members are notified.**
- Section 8**            **The chairman of each committee shall on his/her own volition or when so instructed by the President or the Board call committee meetings, preside at these meetings, and report committee activities to the Board.**
- Section 9**            **Membership on a committee shall expire upon the election of new officers.**

**ARTICLE V: DUTIES AND RESPONSIBILITIES**

**The Library Board, representing all citizens of the region, is the policy-making body of the Library; the Library Director carries out the Board-established policies in the administration of the Library.**

**The Board may properly seek advice from and assign technical and research projects to the Library Director and staff to assist Trustees in setting policy, but it is done with the complete understanding that the final determination rests with the Board.**

**BOARD OF TRUSTEES**

- Section 1**
- (a)    Employ and contract with a competent and qualified Library Director.**
  - (b)    Determine and adopt, after review by the Board's Attorney, written policies consistent with the Mission Statement to govern the operations of the Library.**

**Section 1 (Cont.)**

- (c) Secure adequate funds to carry out the operations of the Library.**
- (d) Know the program and needs of the Library in relation to the community; keep abreast of library standards and trends; develop and approve annual goals and objectives for the Library system.**
- (e) Establish, support, and participate in a planned public relations program.**
- (f) Support the Budget Committee in the preparation of the annual budget for approval by the Board; review monthly financial reports and contract for an annual audit by a CPA.**
- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) Establish Library policies dealing with book and material selection.**
- (i) Attend all Board meetings and see that accurate records are kept on file at the Library.**
- (j) Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.**
- (k) Be aware of the services of the state library.**
- (l) Report regularly to the governing officials and the general public.**
- (m) Accept gifts and donations as outlined by the Regional Library Agreement.**
- (n) Approve all additions or deletions in positions.**
- (o) Approve all contracts in excess of \$10,000 and any contracts having a significant impact on public services that are changes from the approved budget.**

**LIBRARY DIRECTOR**

**Section 2**

- (a) Employ and supervise all personnel, consistent with the City of Charlottesville Personnel Department policy.**
- (b) Act as a technical advisor to the Board; recommend needed policies for Board action and carry out the policies of the Library as adopted by the Board.**
- (c) Suggest and carry out plans for extending library services.**
- (d) Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out the annual goals and objectives of the Library.**
- (e) Maintain an active program of public relations.**
- (f) Work with the Budget Committee to prepare an annual Library budget for Board approval; provide a current report of expenditures against the budget at each meeting.**
- (g) Know local and state laws germane to libraries; actively support library legislation in the state and nation.**
- (h) Select and order all books and other library materials.**
- (i) Attend all Board meetings other than those in which his/her own salary or tenure are under discussion.**
- (j) Affiliate with the state and national professional organizations and attend professional meetings and workshops.**
- (k) Make use of the services and consultants of the state library.**
- (l) Report regularly to the Library Board, to the officials of local government, and to the general public.**

**Section 2 (Cont.)**

- (m) Refer all gifts and donations to the Library Board.**
- (n) Refer all additions or deletions in positions to the Library Board for approval.**
- (o) All contracts in excess of \$10,000 and any contracts having a significant impact on public services that are changes from the approved budget should be brought to the Board for approval.**

**ARTICLE VI: AMENDMENTS**

**Section 1**            These bylaws may be amended at any regular meeting of the Board if all Trustees are present.

**Section 2**            Amendments proposed at a regular meeting where all Trustees are not present shall be voted upon at a subsequent meeting.

**Section 3**            All amendments must be approved by a majority vote of those Trustees present in person.