

Adopted June, 1977  
Amended July, 1993  
Amended February, 1994  
Amended October, 1996  
Amended October, 2001  
Amended September, 2009  
Amended October, 2012  
Amended June 23, 2021  
**Amended 2023**

## **BY-LAWS**

### **Board of Trustees of the Pamunkey Regional Library serving Hanover, Goochland, King William, and King and Queen Counties**

I. Pursuant to the requirements of the general Code of Virginia, the Board of Trustees of the Pamunkey Regional Library shall consist of ten (10) members, four (4) from Hanover, two (2) from Goochland, and two (2) from King William, and two (2) from King and Queen appointed by the respective governing bodies represented. Such trustees shall be appointed for a term of four (4) years. No appointive member shall be eligible to serve more than two full successive terms. Upon appointment, a member shall qualify by taking the oath of office. Duties and powers of the Board shall conform to Section 42.1-39 of the Code of Virginia. Any Board member who misses three (3) consecutive meetings for reasons other than health or travel may be requested to resign.

## **II. MEETINGS**

- A. The Board shall have a minimum of six (6) regular meetings a year.
- B. Special meetings may be called by the Chairman or any two members of the Board, provided that written notice thereof is given to all trustees at least twenty-four hours in advance of meeting.
- C. A quorum at any meeting shall consist of six or more trustees.
- D. The order of business at all regular meetings shall be as follows:
  - 1. Call to Order
  - 2. Consideration of Agenda Amendments
  - 3. Citizens' Time
  - 4. Consent Agenda
    - a. Disposition of minutes (either read or previously received)
    - b. Financial reports
    - c. Report of warrants
    - d. Other informational items
  - 5. Report of the Library Director**

## 6. Committee Reports

- 7. Old Business
- 8. New Business
- 9. Adjournment

E. All meetings shall be governed by **modified** Robert's Rules of Order.

## III. ELECTED OFFICERS OF THE BOARD

- A. The **elected** officers of the Board shall be a **Chairman, a Vice-Chairman, and a Secretary**. They shall be elected at the first meeting of the Board in each fiscal year.
- B. The Chairman of the Board shall preside at all meetings, **certify warrants** approved by the Board, authorize calls for any special meetings, **interact with the Library Director on a regular basis**, and generally perform the duties of a presiding officer.
- C. The Vice-Chairman, in the absence of the Chairman, shall preside at the meetings and perform the duties of the Chairman.
- D. The Secretary of the Board, in cooperation with the Library Director, shall keep an accurate account of all proceedings of the Board meeting.

## IV. OFFICER OF THE LIBRARY

- A. The Treasurer shall have charge of the library funds and shall make available a monthly report to the Board on the state of the funds. **The Treasurer (the Library Director) is authorized to approve invoices. The Treasurer works together with the Chair of the Finance Committee to ensure proper oversight and flow of information.**

## V. COMMITTEES

- A. Standing committees shall consist of at least:
  - a. **A Finance Committee** (~~An Executive Committee~~), and
  - b. A Personnel Committee.
- B. Committees for the study and investigation of special problems may be appointed by the Chairman; such committees to serve until the completion of the work for which they were appointed.

## VI. GENERAL DUTIES OF THE LIBRARY BOARD

- A. To **govern and** support the Regional Library without favor or prejudice for any one branch or political subdivision of the library system.
- B. **To strive to ensure that adequate funds are available to meet the library system's requirements.** (~~To ascertain the needs and seek to provide adequate funds.~~)
- C. To employ a capable, trained **Library Director** (~~librarian~~) and other members of the library staff.
- D. To determine library policies.
- E. To **oversee** (~~approve~~) expenditures of library funds.

- F. To work actively for the improvement of all libraries by keeping current on (supporting) library legislation in the state and nation.
- G. To become familiar with the State and Federal aid program and with state and national library standards.
- H. To attend Board meetings regularly.
- I. To become familiar with what constitutes good library service by reading, attending library meetings, and visiting other libraries.
- J. To respectfully represent the citizens of their home county and the entire regional library service area. ~~(To support the library's service program in daily contacts with the public at large.)~~

## VII. GENERAL DUTIES OF THE LIBRARY DIRECTOR

- A. To administer the library.
- B. To be technical advisor for the Board.
- C. To select the staff for established positions and recommend their employment to the Board.
- D. To direct the activities and training of the staff.
- E. To prepare the budget in consultation with the Board and approach local governing bodies for funds.
- F. To keep financial records of the library and oversee annual audits on a timely basis.
- G. To select and purchase books, library materials, and supplies.
- H. To prepare and release all library publicity.
- I. To stimulate growth of library services.
- J. To keep the Board informed about changes in library legislation and standards.
- K. To attend library meetings.
- ~~L. to direct the activities and training of the staff~~

## VIII. CITIZENS' TIME

- A. Citizens' Time is an opportunity for citizens to present comments and information to the Board regarding any matter within the scope of the Board's authority ~~(item that is not on the agenda for that meeting)~~. Any person who desires to speak will be asked to provide their name and county of residence.
- B. During Citizens' Time, each speaker shall be permitted to speak for up to three ~~(five)~~ minutes. In the event that the number of citizens' comments should exceed the time allotted on the agenda for Citizens' Time, the Chair may (1) extend Citizens' Time or (2) request that the speakers return later in the meeting or at the next regular meeting of the Board. ~~(the Chairman may request that the citizens return at the next regular meeting of the Board or may consult with the Board as to whether to extend Citizens' Time or otherwise resolve the matter.)~~
- C. The Board may respond at the conclusion of Citizens' Time to comments or questions offered by citizens, and information that is readily available in response to citizen comments may be provided at this time. In addition, the Board may direct

that the staff prepare a report or take other action in response to comments received during Citizens' Time.

~~D. For motions before the board, the board chair may allow citizens time for questions about the motion.~~

## IX. AMENDMENTS

Amendments to these by-laws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.

**OATH**

COMMONWEALTH OF VIRGINIA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as Trustee of the Pamunkey Regional Library, according to the best of my ability, so help me God.

\_\_\_\_\_

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that \_\_\_\_\_ took and subscribed the foregoing oath before me as required by the laws of the Commonwealth of Virginia.

\_\_\_\_\_

Print name: \_\_\_\_\_