

Bylaws of the Sheppard Memorial Library Board of Trustees

As the City of Greenville and the County of Pitt have joined to support public library service for the benefit of all their citizens and the General Statutes of North Carolina, specifically Chapter 153A, Article 14 setting forth the method for the establishment and perpetuation of a library board of trustees, it is the intent of this instrument to serve as the bylaws for the government of the Sheppard Memorial Library Board of Trustees.

Article I

Membership of the Board; Composition and Appointment. The membership of the Board shall be comprised of at least nine but no more than eleven Trustees, appointed as follows:

- (1) No more than six Trustees appointed by the Greenville City Council, who shall be residents of the City of Greenville.
- (2) No more than three Trustees appointed by the Pitt County Board of Commissioners, who shall be residents of Pitt County.
- (3) One Trustee appointed by the governing body of the Town of Winterville, who shall be a resident of the Town of Winterville.
- (4) One Trustee appointed by the governing body of the Town of Bethel, who shall be a resident of the Town of Bethel.

All Trustee appointments made to the Board shall also be in compliance with the *Board and Commission Policy* for the City of Greenville. In addition to the aforementioned Trustees, both the Greenville City Council and the Pitt County Board of Commissioners may in their discretion each appoint one of their own members as an ex-officio non-voting Liaison to the Board to serve in an advisory capacity. Appointments shall be made in October of a given year.

Length of Term. A Trustee shall not be appointed by the same governing body for more than two consecutive three-year terms.

Term Holdover. If a Trustee's term ends without a replacement having been appointed, that Trustee will continue to serve until the Trustee's replacement's appointment has taken place.

Manner of Filling Vacancies. When an appointment is made to fill an unexpired term, the appointee will remain eligible to be appointed to serve up to two consecutive three-year terms.

Compensation and Reimbursement. All Trustees shall serve without compensation, except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of any fund available to the Board.

Removal of a Trustee. The Greenville City Council, Pitt County Board of Commissioners, and the governing bodies of the Town of Winterville and the Town of Bethel may remove any of their respective appointed Trustees at any time for incapacity, unfitness, misconduct, or neglect of duty.

Article II

Meetings. Regular business meetings of the Board will be held during the months of January, March, July, and October on a date that is convenient to the Board. The annual meeting of the subsequent regular Board meetings for the year will be decided upon. Upon establishing the schedule of regular meetings, the Board shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file with the Greenville City Clerk and the Clerk to the Board of Pitt County Commissioners and shall be posted on the Sheppard Memorial Library's website. Special meetings may be called by the chair or library director upon request of six members of the board for the transaction of business stated in the call for the meeting. A notice of each regular meeting will be mailed or emailed to all Trustees at least five days before the meeting. Additional public notice of a special meeting shall comply with the provisions of Chapter 143, Article 33C of the North Carolina General Statutes, particularly N.C.G.S. §143-318.12.

Quorum. A quorum for the transaction of business at any regular, emergency or special meeting will consist of a majority of the members of the Board who are either physically present or able to participate by telephone or video-conference or other electronic means.

Attendance. Any member of the Board who will be absent from more than two consecutive meetings without notifying the library director or will be absent from 75 percent of the meetings during any twelve-month period with or without notification will be automatically removed from the Board. This vacancy will be filled by the governing body which originally appointed the member, with the appointee to serve the duration of the unexpired term of the individual whose position has been filled.

Article III

Officers. Officers of the Board will be chosen for a one-year term at the regular annual meeting of the Board and will be as follows: the chair, the vice-chair, and the executive secretary.

With the exception of the position of the executive secretary, which will be filled by the library director, no officer will serve for more than two consecutive terms.

Duties of Officers: The chair of the Board will preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chair from the Board meeting, the vice-chair will serve or the members present may select a temporary chair for the meeting.

Vacancies. Should a vacancy occur in any of the offices in this article (with the exception of the executive secretary) the chair will appoint a nominating committee to select a nominee or nominees who will be voted upon by the Board at the next regular meeting, together with such nominations as may be made from the floor. The Trustee selected will fill the unexpired term of the vacant office.

Article IV

Committees. Committees for the study and investigation of special areas of concern may be appointed by the chair. Such committees will serve through the completion of the work for which they were appointed.

Article V

Duties of Trustees. The duties of Trustees consist of carrying out conscientiously the powers given them. Among other conferred powers, it is their duty and responsibility to determine the policy of the library system; select and appoint a competent, professionally certified library director; advise in the preparation of the budget, approve it, and work to obtain the necessary funds; provide and maintain adequate buildings and grounds; study and support legislation that will bring about the greatest good to the greatest number of libraries; cooperate with other public officials and boards; and maintain vital public relations.

Article VI

Library Director. The library director will be considered the executive officer of the Board and will have sole charge of the administration of the library under the direction and review of the Board. The library director will serve as the executive secretary of the Board and as such will keep a true and accurate account of all proceedings and minutes of all official meetings of the Board in compliance with Chapter 143, Article 33C of the North Carolina General statutes; will issue notices of all regular meetings, and on the authorization of the chair, of all special meetings; will have custody of the minutes and other records of the Board; and will notify the corresponding governing body of any vacancies on the Board. In the capacity as the executive secretary the library director will not be an official member of the Board nor have a vote.

The library director will authorize expenditures from the library funds in the library budget and have them countersigned by another officer.

The library director will be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The library director will attend all Board meetings except those at which appointment or salary of the library director is to be discussed or decided.

Article VII

Limitations. No Trustee or immediate relative of a Trustee or of the library director will be considered for full-time staff employment.

No Trustee or any administrative member of the library will use the resources, business, finances, or contracts of the library for personal use or profit.

Article VIII

Order of Business. The order of business at the regular meetings of the Board will be as follows:

1. Call to Order
2. Approval of Minutes (either read or previously received)
3. Library Director's Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Adjournment

Article IX

Amendments. The Bylaws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting; further provided if eight or more Trustees are present at the meeting, the Bylaws may be amended by a two-thirds majority of those present.

Adopted - March 21, 1972

Revised - April 1975

Revised - January 1984

Revised - July 1986

Revised - September 1988

Revised - January 2011

Revised - November 2012

Revised - May 2023