

The Public Library of Johnston County and Smithfield
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Bylaws of the Public Library of Johnston County and Smithfield

Article I Government

Section 1. The joint Public Library of Johnston County and Smithfield (hereinafter referred to as "Library") shall be governed by a Board of Trustees (herein after referred to as "Board") composed of twelve (12) members, six (6) of which shall be appointed by the Board of Commissioners of the County of Johnston (herein after referred to as "County") and six (6) of which shall be appointed by the Commissioners of the Town of Smithfield (herein after referred to as "Town"). The term of office for said Trustees shall be three (3) years. Each year the Board will recommend to the County, two (2) members and to the Town two (2) members for a term of three (3) years. Members of the Board will serve without compensation.

Section 2. The amount of money each participating governmental unit shall contribute to the establishment and support of said joint Library shall be determined annually by agreement between and among the participating County and Town on the basis of a recommended budget submitted to such County and Town governing bodies by the Board. Each participating governmental unit shall pay over its annual appropriation for joint Library purposes to the Treasurer of the Board, according to such schedule as may be agreed upon with the Board.

Article II Meetings

Section 1. Regular meetings of the Board shall be held the last Monday of every odd numbered month (except May which will be a week earlier), at 6:00pm in the board room of the or at such other time and place as the Chairperson of the Board may designate.

Section 2. The Chairperson shall be authorized to call special meetings when, in his or her discretion, such a meeting is necessary. Special meetings will also be called by the Chairperson or upon written request of three (3) members of the Board for the transaction only of such business stated in the call.

Section 3. A majority of appointed members shall constitute a quorum at regular and special meetings.

Article III Officers

Section 1: The officers of the Board shall be a Chairperson, Vice Chairperson, and Treasurer elected from their own members biennially at the May meeting, to begin their term in July. In case of a vacancy, the Board shall at the next regularly scheduled

meeting elect a member to fill the unexpired term. An employee of the Library shall be recommended by the Library Director and appointed Secretary by the Board.

Section 2. The Chairperson shall preside at Board meetings and appoint such committees as are deemed necessary by the Board to insure efficient and prudent operation of the Library. In addition, the Chairperson shall perform such other duties as generally pertains to his or her office.

Section 3. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence.

Section 4. The Secretary shall keep a record of the attendance at Board meetings, record the official actions of the Board, have custody of its official books and records, and keep the minutes of the Board meeting. The Secretary shall give written notice of all regular meetings at least one week prior to the meeting along with a copy of the agenda for the upcoming meeting and the Library Director's monthly report.

Section 5. The Treasurer shall supervise and consult with the Library Business Manager in his or her job of maintaining all accounts of the Library. The Treasurer shall have charge of all funds turned over to him or her by the Library Director and by the County and Town for deposit to the account of the Library and have prepared by the Library Business Manager financial statements for presentation to the Board at each regular meeting. The Treasurer shall countersign all warrants for payment of bills when certified to him or her as being correct by the Library Director or by the Chairperson of the Board. In addition, it is the duty of the Treasurer to arrange for the annual audit of Library's financial transactions and provide each participating governmental unit with a copy of such annual audit. The Treasurer shall report to the Board at least semiannually the status of the Endowment Fund.

Section 6. The Library Director is the Board's executive officer and shall have sole charge of administering the Library under the Board's direction and review. The Library Director shall be held responsible for the care of the buildings and equipment, for employing and directing the staff, for the efficiency of the Library's services to the public, and for operating the Library under the financial conditions set forth in the annual budget. The Library Director shall keep exact accounts of all moneys received from fines and other sources and report the amounts to the Board at its regular meetings. The Director should attend or be available at all Board meeting except those at which his or her appointment or salary is to be discussed or decided.

Section 7. The fiscal year shall run from July 1 to June 30.

Article IV Committees

Section 1. At the July meeting each year, the Chairperson shall appoint the following standing committees and any additional ones that are deemed necessary by the Board in performing the Library functions.

(1) Finance Committee. This committee shall be composed of the Treasurer, who shall serve as the chairperson, and at least two other members. It shall be responsible for the general supervision of all finances and for the preparation of the annual budget for the Library for approval by the Board. This committee shall also be responsible for the criteria to be used in the solicitation and acceptance of Memorials and Gifts and the development of suitable acknowledgement cards to the donors.

(2) Policy Committee. This committee shall be composed of a chairperson and at least two other members. It shall be responsible for all policies relative to personnel and shall make recommendations to the Finance Committee regarding promotions and salaries which shall be incorporated into the annual budget. It will also review the by-laws and policies of the Library on an as needed basis. This committee shall make recommendations for changes to the full Board.

(3) Buildings and Grounds Committee. This committee shall be composed of a chairperson and at least two other members. It shall be responsible for the maintenance of the property, and the beautification of the Library area and for the operation and maintenance of the Bookmobile. It shall also give periodic reports on the status of the Wade H. Atkinson Memorial and Community Building as to income and expenditures as well as activities regarding its operation. This committee will confer with the Treasurer of the Board as to investments of the fund created in the Last Will and Testament of Mrs. Mary E. Atkinson. It shall approve the acquisition of new furnishings and their placement within the library and any redecoration. Additionally, this committee shall keep the Board abreast of the operation of the Johnston County Heritage Center and report all matters of interest and make recommendations to the Board as to possible improvements in its service to the community.

Section 2. The Chairperson of the Board of Trustees is an ex officio member of all of the above committees.

Section 3. Special committees for the study and investigation of special problems may be appointed by the Chairperson to serve until they have completed the work for which they were appointed.

Section 4. Membership on standing or special committees need not be confined to members of the Board.

Amendments

The Bylaws shall be amended by two-thirds vote at any regular meeting of the Board at which a quorum is present, provided written notice of the proposed amendment and the wording thereof has been given at least ten days prior to meeting at which said amendment is to be considered.

Article VI

Parliamentary Authority

Robert's Rules of Order, Revised

*Revisions approved to Article II Section 1 and Article III Section 1 by the Board of Trustees May 2, 2005.

*Revisions approved to Article II Sections 1 & 3, Article III Section 1 & removing Section 5 July 23, 2012.

*Revisions approved to all articles November 25, 2013.