

BYLAWS OF THE MATHEWS MEMORIAL LIBRARY BOARD OF TRUSTEES

As adopted by the Mathews Memorial Library Board of Trustees on July 20, 1971, and revised on November 17, 1977, October 14, 1982, May 17, 1984, June 15, 1995, October 17, 1996, March 12, 2003, and March 8, 2004. *Provisions set forth in Section 42.1-35 of the Code of Virginia are in italics. All others are locally determined.*

ARTICLE I – NAME

The name of this organization shall be the MATHEWS MEMORIAL LIBRARY BOARD OF TRUSTEES.

ARTICLE II – PURPOSE

The purpose of the Mathews Memorial Library Board of Trustees shall be *the management and control* of the Mathews Memorial Library.

ARTICLE III – MEMBERSHIP

The Board of Trustees of the Mathews Memorial Library shall consist of *not less than five members. They shall be appointed by the governing body, chosen from the citizens at large with reference to their fitness for such office. However one trustee may be a member or an employee of the local governing body. All members shall be appointed for terms of four years. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. A member shall not receive a salary or other compensation for services as a member but necessary expenses actually incurred shall be paid from the library fund. A member of the Library Board may be removed for misconduct or neglect of duty by the governing body making the appointment.*

ARTICLE IV - OFFICERS AND THEIR DUTIES

- A. Officers of the Library Board shall be a Chairman, a Vice-Chairman, a Secretary and an Assistant Secretary. Their term of office shall be for one fiscal year not to exceed three terms. They shall be elected at the first regular meeting in each fiscal year and shall remain in office until their successors are elected.
- B. The duties of all officers shall be such as by custom and law devolve upon such officers in accordance with the office named.

The chairman shall be a member of all standing committees. The Assistant Secretary shall act as Secretary in his/her absence, and handle all general correspondence of the Board of Trustees.

ARTICLE V - DUTIES OF THE LIBRARY BOARD

- A. Employ a competent and qualified Library Director.
- B. Determine the purposes of the library and *adopt such bylaws, rules, and regulations for their own guidance and for the governance of the free public library system as may be expedient.*
- C. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
- D. Establish, support and participate in a planned public relations program.
- E. Assist in the preparation of the annual budget.
- F. Know local and state laws and actively support library legislation in the state and nation.
- G. Secure adequate funds to carry on the library's program *and have control of the expenditures of all moneys credited to the library fund. The Board shall have the right to accept donations and bequests of money, personal property or real estate for the establishment and maintenance of such free library systems or endowments for same.*
- H. Attend all Board meetings and see that accurate records are kept on file at the library.
- I. May attend regional, state, and national trustee meetings and workshops, and affiliate with appropriate professional organizations.
- J. Be aware of the services of the Library of Virginia.
- K. Report regularly to the governing officials and the general public.

ARTICLE VI - MEETINGS AND QUORUMS

- A. Regular meetings shall be held at least monthly. Special meetings may be held at any time at the call of the Chairman or any two members of the Board, provided that notice thereof be given to all members at least twenty-four hours in advance.

- B. A quorum at any meeting shall consist of three or more members.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

ARTICLE VIII - AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be proposed at any regular meeting of the Board, but may become effective only after a favorable vote at a subsequent meeting.

As Proposed at the Board meeting of February 9, 2004 and approved at the Board meeting of March 8, 2004:

By:

Joseph Kopp, Secretary

March 9, 2004