

## **BY-LAWS OF THE NEWPORT PUBLIC LIBRARY**

In accordance with chapter 153-250.4 of the General Statutes of North Carolina, the Board of Trustees of the Newport Public Library (a member of the Craven-Pamlico-Carteret Regional Library) shall consist of ten persons with five members appointed by the Town of Newport Board of Commissioners and five members appointed by the Carteret County Board of Commissioners. The trustees shall serve six-year terms on a staggered basis. The Town Commissioners and the County Commissioners shall each appoint one of its own members to serve for the duration of their terms of office on this ten member board.

**MEETING:** The Board of Trustees shall meet quarterly on the second Wednesday of January, April, July and October at 4:30 PM at the library.

Any member, with the exception of the elected officials, who is absent from more than three consecutive meetings without a reasonable excuse shall be considered to have resigned and will be replaced.

Special meetings may be called by the Chairperson, or upon the written request of three members for the transaction of business stated in the call for meeting.

The Secretary shall mail notices of all meetings to all members at least five days before the meeting.

**OFFICERS:** Officers of the Board shall be chosen for a two-year term at the regular October meeting of the Board in even years and will assume office at the regular January meeting. Officers shall be as follows: Chairperson and Vice Chairperson. The Librarian shall serve as secretary to the Board.

**The Chairperson of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meeting, and generally perform the duties of a presiding officer. In the absence of the Chairperson from a Board meeting, the Vice Chairperson shall serve. If the Vice Chairperson is also absent, the members present may select a temporary Chairperson for the meeting.**

**The Librarian shall serve as Secretary to the Board but shall have no vote. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings, and of all special meetings (on the authorization of the Chairperson); shall have the custody of the minutes and other records of the Board; and shall notify the Board of County Commissioners and the Board of Town Commissioners of any vacancies on the Board.**

**COMMITTEES: Special committees for the study and investigation of special problems may be appointed by the Chairperson, such committees to serve until the completion of the work for which they were appointed.**

**QUORUM: A quorum for the transaction of business shall consist of five members of the Board.**

**DUTIES: The duties of trustees consist of carrying out conscientiously the powers given. It is their duty and responsibility of determine policy of the library, approve, after discussion and adjustment if necessary, the budget presented by the Regional Director and work to obtain the necessary funds, request funding authorities to provide funds for adequate building and ground maintenance, study and support legislation which will bring about the greatest good to the greatest number of libraries, cooperate with other public officials and boards and maintain vital public relations.**

**LIBRARIAN: The Librarian shall have sole charge of the administration of the library under the supervision of the Board**

and the direction of the Regional Director. The Librarian shall be held responsible for the care of the buildings and equipment, for the 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 Librarian shall attend all Board meetings and shall serve as Secretary to the Board.

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

**ORDER OF BUSINESS:** The order of business at the regular meetings shall be as follows:

Call to order

Approval of minutes (either read or previously received)

Financial Report

Unfinished Business

New Business

Reports of committees

Report of Librarian

Report of Regional Director

Announcements/Communications

Adjournment

**Amendments:** The By-Laws may be amended at any regular meeting of the Board with a quorum present, by a 2/3 vote of the members present, provided the amendment was stated in the call for the meeting.