BYLAWS OF THE CALDWELL COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I. Membership

The Caldwell County Public Library is a department of Caldwell County government. There are seven (7) members of the Library Board of Trustees who are each appointed by the Caldwell County Board of Commissioners to a three year term of office. Additional terms may be applied for, if desired, and granted at the discretion of the Board of Commissioners. It is recommended that one member of the currently serving Board of County Commissioners be appointed a Library Trustee to serve as a liaison between the two Boards.

Library Board members shall serve a term of three (3) years. To maintain continuity of leadership, the election of the seven board seats shall be staggered across a repeating cycle. Commencing in 2026 and every third year thereafter, three (3) Library Board members shall be appointed. In 2028 and every third year thereafter, four (4) Library Board members shall be appointed. This appointment cycle will be ongoing. Members must rotate off the Board after their term expires unless they are reappointed to a new three–year term by the Board of Commissioners. Terms expire on June 30th of the member's third year.

II. Duties

Duties delegated by the Caldwell County Board of Commissioners to the Library Board of Trustees are as follows: (paralleling GS153A-266)

1. To recommend to the County Board of Commissioners programs, policies, and regulations for the governance of the library.
2. To make recommendations to the Commissioners concerning the construction and improvement of buildings and other structures for the library system; and to make any necessary recommendations regarding the care and supervision of the facilities of the system.
3. To recommend the appointment or dismissal of a County Library Director to the Commissioners. Any recommendation of appointment or dismissal shall be made in accordance with the Caldwell County Personnel Policy.

4. To establish a schedule of fines and charges for late return of, failure to return, damage to, and loss of library materials and to take other measures to protect and regulate the use of such materials.
5. To review and approve the annual budget of the library system.
6. To extend privileges and use of the library system to non-residents of the county on any terms the Board may prescribe with the approval of the Board of County Commissioners.
7. To otherwise advise the Commissioners on library matters.
8. To make an annual report on the operations of the library to the Caldwell County Board of Commissioners and to the North Carolina State Library as required by GS 125-51.
9. To adopt bylaws, rules, and regulations for its own guidance as may be necessary.

III. Meeting

Meetings of the Library Board are regularly scheduled during the months of July, September, November, January, March, and May at the main branch in Lenoir. Other temporary meeting locations may be designated by the Board. The first meeting of the fiscal year is in July. An annual meeting shall be held in September at which time officers shall be elected.

A quorum for the transaction of business shall be a simple majority of the board members. Special meetings or the rescheduling of a regular meeting may be called by the Chair or upon the request of three members. All meeting notices must comply with the current public notice requirements of the North Carolina Open Meetings law, Article 33C, Chapter 143 of the North Carolina General Statutes. The conduct of all meetings must also comply with the current Open Meetings law and Robert's Rules of Order

Failure of a member to be present at three (3) consecutive regular board meetings shall result in their automatic suspension pending review by the Caldwell County Board of Commissioners.

Absences may be excused by the Board of Commissioners at their discretion. Physical attendance at meetings is recommended to allow for better communication; however, if a board member is unable to physically attend then that member can be allowed to attend electronically. Electronic attendance can be done by telephone, FaceTime, Skype, or other technology as it becomes available.

The order of business at the regular meetings is suggested to be as follows:

- Roll call
- Approval of previous meeting's minutes
- Director’s Report
- Old Business
- New business
- Public Comment
- Friends of the Library Representative
- Adjournment

IV. Officers

The officers of the Board shall be a Chair, Vice-Chair, and Secretary. These officers are elected at the annual meeting by a majority vote of the Board to serve for one year.

The Board Chair shall preside at all meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair will also serve as the spokesman for the Board whenever necessary. The Chair is also charged with reporting to the Caldwell County Board of Commissioners the name of every Board member who has accumulated three (3) consecutive absences together with the reasons for said absences. The Chair will also report any other vacancies on the Library Board to the Board of Commissioners for appropriate action.

When the Chair is absent from a Board meeting, the Vice Chair shall preside. If neither the Vice Chair nor the Chair is present, then the Secretary will preside over the meeting.

The Board Secretary shall keep a true and accurate account of all proceedings of the Board meetings. The actual taking of notes may be delegated to another party if the Secretary is absent or unable to take minutes. The Secretary is responsible for verifying the accuracy of the minutes and presenting a copy to the Library Director, the Chair, and the County Clerk.

The Chair and the Library Director shall be responsible for keeping a copy of these minutes. The Chair shall keep an electronic copy available for the Library Board or County Commissioners to review as needed and the Library Director shall keep a physical copy at the Library in the event that the electronic version is not available.

V. Library Director

The Library Director is the Board's executive officer and shall have sole charge of administering the library system under the Board's direction and review. The Library Director shall be subject to all aspects of the Caldwell County Personnel Policy. The Library Director shall be held responsible for the care of the buildings and equipment in conjunction with the maintenance department. The Director will also be responsible for employing and directing the staff, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The Library Director will issue notices, both publicly and directly to the Board members of all regular meetings, and on the authorization of the chair, of all special meetings. The Library Director will have custody of a physical copy of the minutes and any other records of the Board.

VI. Committees

Special committees may be appointed by the Chair as the need arises to study and investigate special problems and will serve until they have completed the work for which they were appointed.

VII. Bylaws

Bylaws shall be reviewed and updated at least every 3 years or as needed.

Bylaws shall only be adopted if they are not in conflict with state or consortium regulations.

Any revision to the Bylaws must be included in the agenda prior to the meeting to allow all members of the board the opportunity to be present for voting on said bylaws.

Bylaws may be amended or adopted by a two thirds vote of the members present at any Library Board meeting that has a quorum.

Bylaws must be approved by the Caldwell County Board of Commissioners before they become effective.

(adopted by the Library Board of Trustees on August 2, 1983)
(adopted by the Caldwell County Commissioners on Sept. 19, 1983)
(amended by the Library Board of Trustees on May 19, 1987)
(adopted by the Caldwell County Commissioners on June 15, 1987)
(amended by the Library Board of Trustees on January 16, 1991)
(adopted with modification by the County Commissioners on Feb. 4, 1991)
(amended by the Library Board of Trustees on January 18, 1995)

(adopted by the Caldwell County Commissioners on February 6, 1995)
(amended by the Library Board of Trustees on November 21, 2019)
(amended by the Library Board of Trustees on May 28, 2026)