The Black Mountain Public Library Board Charter

1.0 Statement of Purpose

The Black Mountain Public Library (BMPL) is organized and managed as part of the Buncombe County Public Library system (BCPLS). The organizational, management, and operational structure of the library is the responsibility of the BCPLS. The Town of Black Mountain (TOBM) owns the library property and building(s).

This Board is a volunteer board established to assist the TOBM in fulfilling its responsibilities to support and maintain the physical condition of the facility. To support this endeavor, the TOBM provides an annual budget to be used for the maintenance of the facility. The Board is responsible for the management of these funds to support both minor and major maintenance items for the short and long term.

2.0 Committee Membership

Committee membership is set at a minimum of four and a maximum of six members selected from the local community. The Board is responsible for recruiting members and providing the recommendation to the Black Mountain Town Council for approval. The Supervisor of BMPL is a permanent non-voting member, not included in this six.

Membership is fully open to community members. It is recommended applicants bring familiarity with the BMPL and definable skills that supplement the needs of the Board in the form of Board officer or facilities maintenance.

Officer positions of Chairperson, Secretary, and Treasurer are selected annually from Board membership by plurality of Board vote. General membership is expected to respect the appointment and demonstrate active participation. In the event members are not able to participate in the scheduled meetings, they should submit prior notification to the Chairperson.

3.0 Responsibilities

The Board members are to act as a single guiding body for the maintenance or adjustments to the physical structure and properties, including long term strategic and/or emergency maintenance. All members are expected to offer their talents when and where needed to the best of their ability.

The elected officers duties are as follows:

Chairperson –

- to define meeting schedules
- to chair the meetings
- to communicate as needed to the TOBM Council (minimum annually)

Secretary –

- to record, distribute, and archive meeting minutes

Treasurer –

- to manage the budget, and report status at Board meetings
- to pay maintenance specific bills and contracts
- to balance the accounts
- to manage placement of the accrued funds

Strategic maintenance is to be discussed and agreed to by majority vote within the limitations of the budget. The Board shall assign maintenance projects to individuals or contractors based on scope, scale (risks) of tasks, and resources available. Projects and/or repairs exceeding available funds may be reviewed with the TOBM or BCPLS. Property enhancement projects or maintenance proposals may be submitted by any Board member or public party for Board review.

Emergency (unplanned) maintenance needs may be identified by any member of the Library staff or Board membership. Items identified by patrons should be routed through Library staff for notification to a Board member(s). For emergency items expected to cost more than $1000, the Chairperson and at least one other member need to communicate as quickly as possible. Personal expenses on behalf of the BMPL will be reimbursed from the budget.

4.0 Meetings

The BMPL Board meets monthly on the second Tuesday at 2:00PM at the Library or other designated location. Meetings may be canceled or postponed, as circumstances require. Meetings are open to the public and prior notification should be routinely posted/announced on the TOBM website. Special called meetings must be given 48-hour public pre-announcement (via Town website).

For any decisions to occur, a quorum of members must be present. This requires a minimum of 4 (of 6) full time members. Guest participants are not allowed to vote.

By default, and in keeping with the expectations of the public trust, and for consistency with other Town boards, meetings should follow Roberts Rules of Order. Meetings should be officially opened and closed by the Chairperson, financial status shared by Treasurer, minutes taken by the Secretary, and issues and decisions discussed by the general membership and accepted/rejected by majority of open vote.

5.0 Charter Approval Record

Position	Member	Signature	Date
Chairperson	Judd Dougherty		April 12, 2022
Treasurer/Sec	Rebecca Word		April 12, 2022
Member	Tom Patteson		April 12, 2022
Member	Max Langley		April 12, 2022
Member	Ron Collins		April 12, 2022