

**BY-LAWS
CARTERET COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

In accordance with Chapter 153-250.4 of the General Statutes of North Carolina, the Board of Trustees of the Carteret County Public Library shall consist of seven persons appointed by the Board of County Commissioners. The trustees shall serve six-year terms on a staggered basis.

Meetings: The regular meeting of the Carteret County Public Library Board shall be held on the fourth Tuesday of each quarter (January, April, July, October) at 9:30 am at the library. A called meeting will be held in March for budget considerations.

Any member of the Board who is absent from more than three consecutive meetings during the year shall be removed from the Board.

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

Notices of all meetings shall be mailed by the Secretary 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 July meeting of the Board in even years, and shall be as follows: Chairman, Vice Chairman, Secretary, and Treasurer.

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

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board (on the authorization of the Chairman); shall have custody of the minutes and other records of the Board; and shall notify the Board of County Commissioners of any vacancies of the Board. (The Librarian may serve as Secretary for the Board but has no vote.)

Committees: Treasurer shall give a report at the regular meeting. Special committees for the study and investigation of special problems may be appointed by the

Chairman, 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 four members of the Board.

Duties: The duties of trustees consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine policy of the library. Advise in the preparation of the budget, approve it and work to obtain the necessary funds. Provide and maintain adequate buildings and grounds. 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 direction of the Board and the Regional Director. The Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the staff, under the Regional Director, 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 be asked to report at Board meetings.

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)
- Reading of financial report quarterly
- Report of Librarian
- Reports of committees
- Communications
- Unfinished business
- New business
- Adjournment

Amendments: The BY-LAWS may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.