



## **BY-LAWS OF THE LIBRARY BOARD**

### **ARTICLE I.**

#### Name

This organization shall be known as the Library Board of the Parkersburg and Wood County Public Library. In these By-laws, the term "Library" shall refer to all physical and virtual branches of the Parkersburg and Wood County Public Library.

### **ARTICLE II.**

#### Organization

The governing authority of the Parkersburg and Wood County Public Library was created pursuant to Chapter 10, Article 1 of the Code of West Virginia of 1931, as amended, and under the terms of an agreement between the Board of Education of Wood County, a corporation, the County Commission of Wood County, a corporation, and the City of Parkersburg, a municipal corporation. Through this agreement, the Parkersburg and Wood County Public Library, heretofore maintained by the Board of Education of Wood County, was placed under the jurisdiction and authority of the Library Board.

The said Library Board shall consist of five (5) members, shall constitute a public corporation, and as such, it may contract and be contracted with, sue and be sued, plead and be impleaded, and shall have and use a common seal and shall have all the powers and duties now or hereafter conferred upon public library boards by Chapter 10, Article 1 of the Code of West Virginia of 1931, as amended, or by subsequent enactment of the Legislature of West Virginia.

### **ARTICLE III.**

#### Appointment of Members

Pursuant to said agreement, and in continuation of the practice which began on 01 July 1968, the said governing bodies shall, in rotation, appoint members of the Library Board to serve a term of five (5) years as per the schedule set forth below, to wit: the County Commission of Wood County shall appoint one (1) member for the term beginning 01 July 2024 and every five (5) years thereafter and one (1) member for the term beginning



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01 July 2027 and every five (5) years thereafter; the City of Parkersburg shall appoint one (1) member for the term beginning 01 July 2025 and every five (5) years thereafter; the Board of Education of Wood County shall appoint one (1) member for the term beginning 01 July 2026 and every five (5) years thereafter and one (1) member for the term beginning 01 July 2028 and every five (5) years thereafter. Nothing in this article shall be construed to prohibit the members of the Library Board currently serving when these By-laws are enacted from continuing to serve the remainder of their term or from being reappointed to the Library Board at the termination of said term.

Members shall begin their respective terms on July 1<sup>st</sup> of each year and shall serve until their successors are appointed and qualified. Vacancies in the Library Board shall be filled by the governing authority appointing such members whose appointment shall become vacant provided, however, that vacancies occurring by reason of the death, disability or resignation of any of the five (5) originally appointed members shall be filled by that governing authority which, pursuant to the rotation described above, shall have the authority to appoint his or her successor had said vacancy occurred at the end of the regularly appointed term. In the event an appointment be for an unexpired term, the same shall be made for the residue of the term only. No compensation shall be paid or allowed any members of the Library Board, except for Library Association dues and travel reimbursements for attendance to Library Association conferences.

### ARTICLE IV.

#### Meeting of the Library Board

Section 1. – Regular Meetings: The Library Board shall hold its regular meetings at the library on the 4<sup>th</sup> Wednesday of each month or at such other time and place as the Library Board may fix thereof.

Section 2. – Special Meetings: Special meetings may be called by the Secretary at the direction of the President or upon the request of two (2) members and at least one day's notice thereof shall be given by telephone, mail, or by e-mail.



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Section 3. – Quorum: A quorum shall consist of any three (3) members of any meeting of the Library Board in person or virtual attendance. Any action taken by the Library Board shall require a majority vote.

### ARTICLE V.

#### Powers and Duties of the Library Board

Section 1. – Election of Officers: At the Regular Meeting in June of each year, or at such other time as the Library Board may determine, but in no case after the date of the Regular Meeting in July of that year, the Library Board shall organize and elect one (1) member as its President, one (1) member as its Secretary, and one (1) member as its Vice-President/Treasurer and such other officers as may be deemed necessary. Said officers shall be elected annually for a term of one (1) year and shall be eligible for re-election.

Section 2. – By-laws: The Library Board shall adopt such by-laws, rules and regulations as may be necessary for its guidance and for the administration, supervision and protection of the library and all property belonging thereto.

Section 3. – Expenditures: The Library Board shall supervise the expenditure of all money credited to the library fund. The Library Board may lease or purchase and occupy suitable quarters or erect upon ground procured through gift or purchase appropriate buildings for the use of such library and shall have supervision, care and custody of the grounds, rooms or buildings now or heretofore constructed, leased or set apart for purposes of the Parkersburg and Wood County Public Library.

Section 4. – Library Director: The Library Board shall employ a Library Director who shall hold at least a Master’s degree in Library Science from an accredited college or university. The duties of said Library Director are enumerated in Article VIII of these By-laws.

Section 5. – Annual Report: The Library Board shall make an annual report for the fiscal year ending June 30<sup>th</sup> to the governing authority or authorities appointing it, stating the conditions of the library property, the various sums of money received from the library fund, and all other sources, and how such money was expended, the number of books and periodicals on hand, the number added and withdrawn during the year, the number of



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books lent, the number of registered users of such library, with such other statistics, information and suggestions as may be deemed of general interest. A copy of this report shall be sent to the West Virginia Library Commission.

Section 6. – Bequests and Donations: On behalf of the Library, the Library Board shall be empowered to take title to all bequests, donations or devises of cash, personal property or real estate for the benefit of the Library and to hold the same in trust according to the terms and for the purposes of such bequest, donation or devise.

Section 7. – Additional Powers and Duties: In addition to the foregoing powers and duties, the Library Board shall have all powers and duties set forth in Chapter 10, Article 1, of the West Virginia Code of 1961, as amended.

### ARTICLE VI.

#### General Responsibilities of the Library Board

The Library Board shall be responsible for providing free library service for the use of all persons living within the area represented by the participating governing authorities, subject to such reasonable rules and regulations as it may adopt. The Library Board may extend the privilege and use of the library to non-residents upon such terms and conditions as it may prescribe. The Library Board may exclude from the use of the library any person who willfully and persistently violates any rules or regulations prescribed for the use of the library or its facilities.

### ARTICLE VII.

#### Duties of Officers

Section 1. – President: The President of the Library Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. – Secretary: The Secretary of the Library Board shall keep a true and accurate account of all proceedings of the Library Board meetings.



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Section 3. – Vice-President/Treasurer : The Vice-President/Treasurer shall countersign with the Library Director checks drawn upon the library cash account. Upon election the Vice-President/Treasurer shall be bonded by the Library.

### **ARTICLE VIII.**

#### Duties of Library Director

The Library Director shall be the chief administrative official for the Library Board. The Library Director shall be responsible for the fiscal and personnel administration, for securing coordination among the various departments, for public relations programs of the Library, and for continuous review and evaluation of the work results achieved. The Library Director shall notify the Library Board of the employment of personnel and shall be responsible for the care of the building and equipment, for the planning, establishment and operation of programs of service to the public. All of the actions of the Library Director, including hiring and firing of personnel, are subject to approval of the Library Board.

### **ARTICLE IX.**

#### Committees

Regular and special committees may be appointed by the President from time to time. Such committees shall serve until the completion of the work for which they were appointed.

### **ARTICLE X.**

#### Amendments to By-Laws

Amendments to these By-laws may be made by an affirmative vote of at least three members of the Library Board at any Regular Meeting or at any Special Meeting called in accordance with Article IV, Section 2 of these By-laws.