

3. BYLAWS OF THE MORGANTOWN PUBLIC LIBRARY

Pursuant to the Morgantown City Charter, the following bylaws, in connection with the administration, government and protection of the City Library, shall apply.

3.1. LIBRARY BOARD OF TRUSTEES: MEMBERS

3.1.1. NUMBER, QUALIFICATIONS, ELECTION, AND TERMS OF MEMBERS

The Board shall be made up of five members chosen from the citizens at large of Morgantown time by giving written notice to the Board of Trustees. Such resignation shall take effect upon its acceptance by the Board of Trustees. Any trustee may be removed from office by affirmative vote of a majority of the Board. Repeated failure to attend regularly scheduled Board meeting, failure to reside within the City, or election to a funding body (such as City Council, Board of Education. The Morgantown City Council shall appoint each trustee for a term of five years. Vacancies in the Board shall be immediately reported by the Board to the City Council and filled by appointment in like manner, and if an unexpired term, for the remainder of the term only. No compensation will be paid or allowed any Board member.

3.1.2. RESIGNATION OR REMOVAL OF BOARD MEMBERS

Any trustee may resign at any, etc.) may be cause for removal.

3.1.3. OFFICERS

The officers of the Library Board of Trustees shall be a President, Vice President, Secretary, Treasurer, and such other officers as the Board may authorize. The officers shall be elected by the Board of Trustees from among their own members at the annual meeting and shall hold their respective offices for one year or until others are elected in their stead. A vacancy arising in any office may be filled at any regular meeting.

3.1.4. DUTIES OF OFFICERS

The President shall preside over all meetings, appoint all committees, certify all actions approved by the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.

The Vice President shall, in the absence of the President, perform all duties of the President.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all regular meetings; and on the authorization of the President, of all special meetings; have custody of the minutes and the other records of the Board; and notify the appointing body of any vacancies on the Board. Some or all clerical duties related to this position may be delegated to a Library staff member.

The Treasurer shall have charge of the Library funds, shall sign checks on the accounts on the Board's authorization, and report at each meeting on the state of the funds. Some or all of the accounting and clerical duties related to this position may be delegated to a Library staff member and/or other qualified individuals.

3.2. POWERS

3.2.1. GENERAL POWERS

The Library Board of Trustees shall have the power and authority to do and perform all acts and functions consistent with the laws of the state, the charter of the Library, or these bylaws and any amendments. It is the policy of the Board not to manage the Library, but rather to insure that the Library is properly managed. Board members shall not interfere with the day-to-day operation of the Library. However, the Library Director shall assist Board Members in carrying out their responsibilities.

3.2.2. EMPLOYMENT OF THE LIBRARY DIRECTOR

The Board shall employ the Library Director who shall carry out the policies of the Board and performs other duties as specified in the job specifications. (See Personnel Manual)

3.2.3. CORPORATE POWERS

The Board of Trustees shall be a public corporation; and as such it may contract and be contracted with, sue and be sued, and perform such acts as appropriate to a public corporation. The title to all bequests or donations for the benefit of the Morgantown Public Library shall be vested in the Board of Trustees.

3.2.4. BONDED AND INSURED

Library Trustees shall be bonded and insured at adequate levels.

3.3. ANNUAL REPORT

The Board of Trustees shall make an annual report for the fiscal year ending June 30 to the governing authorities. The report shall state the conditions of the Library property, the various sums of money received from all sources and how said money was expended, the number and nature of the Library materials collection, the number of items lent, the number of registered Library users, and such other statistics and information as may be deemed of general interest. A copy of the report shall be sent to the West Virginia Library Commission.

3.4. COMMITTEES

Committees for the study and investigation of special problems or issues may be appointed by the President to serve until the committee has completed the work for which it was appointed.

3.5. MEETINGS

The Library Director or his/her designee shall be in attendance at all meetings.

3.5.1. REGULAR MEETINGS

The Board of Trustees shall hold all regular monthly meetings at the Library. Meetings shall be held on dates and at times designated by the President and approved by a quorum of the Board. There shall be at least four (4) meetings held per year.

3.5.2. ANNUAL MEETINGS

An annual meeting shall be held at the time of the regular meeting in May.

3.5.3. SPECIAL MEETINGS

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

3.5.4. QUORUM

A quorum for the transaction of business shall be a simple majority, three members. Proxies shall not be considered in determining the presence of a quorum.

3.5.5. VOTING

A majority of the members present at a meeting shall be required for adopting any proposal except an amendment to the bylaws. The bylaws shall be amended by three-fourths of the members present at any regular board meeting that has a quorum, providing that the amendment was stated in the call for the meeting which was mailed to members before the meeting.

3.5.6. RULES OF ORDER

All meetings of the Board of Trustees shall be conducted according to Robert's Rules of Order in their latest revision. Such rules shall determine all questions of procedure.

3.5.7. SUNSHINE LAW

Board meetings are open to the public.

3.6. ORDER OF BUSINESS

The order of business at the regular meetings shall be as follows:

1. Approval of minutes of the previous months' meeting
2. Correspondence and communications
3. Reports: President, Director, Treasurer
4. Reports of committees (if any)
5. Unfinished/Old business
6. New business
7. Board comments
8. Adjournment

3.7. AMENDMENTS

These bylaws may be amended by three-fourths of the members present at any regular Board meeting that has a quorum, providing that the amendment was stated in the call for the meeting which was mailed or delivered before the meeting.

3.7.1. ADOPTION

These bylaws were amended at a duly held meeting of the Board of Trustees on the 21st day of December 2017 and became effective immediately.

* Adopted by the Board of Trustees, March 11, 1982; amended June 21, 2007, amended December 21, 2017.