

# **BYLAWS AND RULES OF PROCEDURE**

## **LIBRARY BOARD OF TRUSTEES**

The Board of Trustees of the Mary Riley Styles Public Library is appointed by the City Council and is authorized and governed by the Code of Virginia and the Charter and the Code of the City of Falls Church. The Board is composed of seven members; terms are four years.

The Board's duties and business shall be conducted in accordance with Chapter 24 (Ordinance 800) of the City Code and Ordinance 1091, copies of which are incorporated with these bylaws, by the Virginia Freedom of Information Act, and by any other pertinent local, state, or federal laws. In addition, the Library Board of Trustees shall abide by the following:

### **I. DUTIES**

1. Know the program and problems of the library in relation to the community; keep abreast of library trends and problems and translate these into goals and objectives annually.
2. Review policies and render advice concerning administration and governance, facilities, funds, goals and objectives, and personnel.
3. Review operations regularly, usually monthly, based on information presented by the Library Director.
4. Prepare, annually, pursuant to the call for estimates and other guidance from the City Manager and with the advice of the Library Director, the Board's estimates for funds required for sufficient support of the library. The estimates proposed by the Board are appended to the budget presented to Council

though they might not be included in the budget prepared by the City Manager for presentation to City Council.

5. Recruit, after consultation with the City Manager, persons to fill vacancies in the in the position of Director of the Library and, in so doing, may use the services provided by the personnel office. The Board may recommend to the City Manager a person qualified to be Director and acceptable to the Board to be Director. The Board shall recommend to the City Manager other personnel actions relative to the position of Director, including compensation.

See also Chapter 24.6 (previously Code 1982 Chapter 17.6; Ord. No. 800)

## **II. OFFICERS**

1. The Chair and Vice-Chair of the Library Board of Trustees shall be elected by the Board from among its members within two months following the annual installation of full-term members.
2. Officers shall serve a term of one year and are eligible to serve no more than two consecutive terms (two years).

Chapter 24 (Sections 24.3 and 24.4).

## **III. MEETINGS AND CONDUCT OF BUSINESS**

1. Meetings shall be held on the third Wednesday of the month unless the Board directs otherwise. At least three working days prior to the meeting, library staff post the date, time, and location of the Board meeting on the library's public bulletin board where other notices are regularly posted, with the office of the City Clerk, and when possible on the library's website. A

copy of the agenda and Board packet containing all materials, unless exempt, furnished to the members for the meeting are available for public review at the same time. Special or emergency meetings may be called by the Chair or by a majority of Board members. Notice of special or emergency meetings must be reasonable under the circumstance and shall be given contemporaneously with the notice provided members of the Board. Meetings shall be conducted in accordance with *Robert's Rules of Order*.

2. The business for a regular Library Board meeting may include, but not be limited to the following items which are intended solely as a guideline to conduct a meeting:
  - a. Call to order and roll call
  - b. Receipt of petitions
  - c. Approval of the minutes (previous regular/special meeting)
  - d. Reports from liaisons
  - e. Report of the Library's charitable Foundation
  - f. Library report and announcements
  - g. Business not on the Agenda
  - h. Adjournment
3. The public may speak at petition time or at the request of any Board member. Presentation of individual petitions is limited to five minutes per petition and shall include the name and address of the petitioner. If Board action is desired by the petitioner, the petition must be submitted in writing. Board disposition of such written petitions may include consideration by the Board at the current or a future meeting, reference to an appropriate City entity for study or action, acceptance with no further action, or any other action considered appropriate by the Board.
4. The Library Director shall be responsible for the minutes and provide such other appropriate assistance as may be necessary.

The Library Board of Trustees meeting minutes are open for inspection and copying, at the viewer's expense, as specified by law.

5. The Library Director shall prepare for the meetings of the Board regular reports covering the activities since the previous meeting and the Library's current progress and future needs. Such reports should be both statistical and descriptive.
6. All correspondence and communication from Board members pertaining to Library policy will be discussed with or provided to all Board members either before or at the time of transmittal.
7. Policies of the Mary Riley Styles Public Library may be initiated, reviewed, or amended at any time. A policy change or new policy shall be listed on the agenda of two consecutive meetings of the Board of Trustees before adoption. The policy under consideration may be adopted at the second meeting upon the approval of a majority of board members present.
8. Non-attendance of a Board member for three successive meetings without due cause shall be regarded as neglect of duty justifying removal, and it shall be the duty of the Chair to report the same to the City Council. If the council approves and appoints a replacement, the new Council appointee shall complete the term of the resigned member and may seek re-appointment upon completion of that term.
9. The Library Board of Trustees adheres to Section 2.2-3707 (h) of the *Code of Virginia* concerning the recording of public meetings by the public. It states "Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment for broadcasting, photographing, filming, or recording a

meeting to prevent interference with the proceedings.” The Board has adopted the following rules governing the placement and use of equipment:

- a. The Board Chair shall determine when any recording device interferes with the conduct of a Board meeting and may order the interfering device moved to another location within the meeting room.
- b. The public is requested, **but not required**, to provide prior notice of recording in order to facilitate and prepare for any logistical changes necessitated by the recording equipment.

10. When members are not assembled:

- a. The Freedom of Information Act (FOIA) statute, Virginia Code 2.2-3707(B) states, in part, that no meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business. Therefore, all electronic communications, except as defined below, among Library Trustees shall be one-on-one so as to not constitute a public meeting.

- b. Exceptions:

- (1) A maximum of two (2) Library Trustees may have simultaneous or virtually simultaneous communications with one another by email, telephone, or other means of electronic communication.

- (2) Staff may send information to the Library Board of Trustees collectively in an electronic format. Replies should be to staff and only one other Board member.

(3) Individual members of the Board of Trustees may send information out collectively to other Board members, but must reply only to the originator of the email and staff.

c. Individual Trustees, as citizens, have the right to post and/or respond to postings on blogs, on-line newspapers etc. on matters related to the library. However, any posting or response to postings that involves members of the Library Board of Trustees should be made in such a way as to avoid even the appearance of violating paragraph 10a., above. When posting each Trustee should indicate that his opinion is that of a private citizen.

See also Chapter 24.5 and Ordinance 1091.

#### **IV. COMMITTEES OF THE BOARD**

1. Committees that may be required for specific functions shall be appointed by the Chair.
2. A special committee is automatically dissolved upon acceptance of its final report.

#### **V. AMENDMENTS**

1. Proposed amendments to these bylaws must be submitted in writing to the full Board at least five days in advance of voting thereon.

Attachments: Chapter 24, Falls Church City Code, and Ordinance 1091.

Adopted by the Library Board of Trustees April 18,2018.