Revised 07-12-2023

BY-LAWS OF THE WILKES COUNTY PUBLIC LIBRARY ADVISORY BOARD

ARTICLE I -- PURPOSE

Section I. 1. The purpose of the Wilkes County Public Library Advisory Board (WCPLAB) is to support the Wilkes County Public Library in providing excellent library services to the residents of Wilkes County, and to support the Appalachian Regional Library Board (ARLB).

Section I. 2. The WCPLAB is charged with providing recommendations to county authorities and to the ARLB, with advocacy for the library in Wilkes County, and with aiding the local library and the ARLB planning process to support the library services of education, economic development, and quality of life.

ARTICLE II -- MEMBERSHIP

Section II. 1. The membership of the WCPLAB shall consist of a minimum of five (5), not to exceed twelve (12), members who are appointed by the Wilkes County Commissioners for staggered terms. One member may be a County Commissioner who shall serve at the pleasure of the Commissioners.

Section II. 2 Each member of the WCPLAB shall be appointed by the Commissioners to serve a term of four (4) years. The effective date of the appointment shall be the meeting in September.

Section II. 3. No member shall serve more than two (2) consecutive terms.

Section II. 4. In the event of a vacancy on the WCPLAB, the County Commissioners shall appoint a new member to serve the remainder of the unexpired term. Board members who are appointed to fill unexpired terms are eligible to be appointed for one (1) additional full term except that if a new member is fulfilling an unexpired term of less than 24 months, that member is eligible to serve two (2) additional consecutive full terms. All board members serve until their successors have been appointed.

Section II. 5. Members missing two (2) consecutive regular meetings shall be notified by the Secretary regarding their absences and requested to show reasonable cause for such absences. A member missing three consecutive regular meetings without just cause shall be deemed to have resigned from the WCPLAB. Notification shall be provided by the Chair to the Commissioners who shall replace the resigned member at the next regular scheduled meeting of the Commissioners. Such replacement shall be for the unexpired term of the resigned member.

Section II. 6. The President of the Wilkes County Friends of the Library and the President of the Traphill Branch Library Friends of the Library shall be considered ex officio and voting member(s) of the WCPLAB.

Section II. 7. The County Librarian and the Regional Director shall be non-voting members of the WPLAB.

Section II. 8. Four (4) members of the WCPLAB shall serve on the Appalachian Regional Library Board as designated by the Wilkes County Commissioners.

Section II. 9. In the event an ARLB member is unable to attend a meeting of the ARLB, the chair of the local library board for the county from which said ARLB member was appointed may designate a substitute member to attend such meeting. The substitute member shall be a member of that county's local library board and shall have all of the rights and privileges of an ARLB member while serving as a substitute member at such meeting. The chair of a local library board, upon designating a substitute member for an ARLB meeting shall notify the chair of the ARLB of such designation as far in advance of said meeting as is practicable. If the chair of the ARLB is the one for whom the substitute member is designated, the chair of the local library board shall notify either the ARLB vice chair or the ARL Director.

ARTICLE III – DUTIES AND RESPONSIBILITIES

Section III. 1. The WCPLAB shall encourage adequate funding from the county to maintain and improve library programs, material, services, and staffing levels and compensation.

Section III. 2. The WCPLAB will participate in library programs to support and advocate for the value of the library.

Section III. 3. The WCPLAB shall keep abreast of library trends and standards.

Section III. 4. The WCPLAB shall make regular reports related to services and operations to the governing body of the county as conveyed by reports of the ARL Director of Libraries and/or the County Librarian.

Section III. 5. In collaboration with the Regional Director, the WCPLAB shall participate in the interview process for the Wilkes County Librarian. The Search Committee for a County Librarian shall be made up of the Regional Director, three (3) members of the WCPLAB, one (1) Wilkes County Public Library staff member, and one (1) other member of the library community at large. The WCPLAB shall have the opportunity to meet the final candidates before an applicant has been chosen for the position. The Regional Director, in consultation with the Appalachian Regional Library Board, shall appoint a competent and qualified County Librarian.

Section III. 6. The County Librarian or Regional Director shall review with the WCPLAB the annual local budget proposal, and the WCPLAB may make budget recommendations, before

submission of the proposed budget to local authorities. The Regional Director, in consultation with the regional Finance Officer, the County Librarian, and the ARLB Budget Committee, shall prepare the final annual budget and present it to the local authorities.

Section III. 7. Local board members will be notified before budget amendments are taken to the ALRB for final approval.

ARTICLE IV -- OFFICERS

Section IV. 1 The officers of the WCPLAB shall be the Chair, Vice-Chair, Secretary, and such others as the Board may authorize.

Section IV. 2. Officers shall be elected at the annual meeting in September. They shall assume office at the close of said meeting and shall continue in office for one year, or until their successors are duly elected and assume office.

Section IV. 3. The Chair shall preside at all meetings; shall authorize calls for and set the time and place for special meetings; shall appoint all committees and be an ex-officio and voting member thereof. The Chair shall execute all decisions approved by the board. The Chair shall act in coordination and cooperation with the Regional Director and the County Librarian in all matters concerning the WILKES County Public Library, and generally perform all duties associated with that office.

Section IV. 4. The Vice-Chair shall preside during the absence or disability of the Chairman and shall assume and at such time discharge all duties of the Chairman. In the case of a vacancy in that office, the Vice-Chair shall act as the Chair until a new Chair is elected.

Section IV. 5. The Secretary shall ensure that there shall be a true, accurate, and complete account of all proceedings of Board meetings and generally perform all duties associated with that office.

ARTICLE V -- MEETINGS/QUORUM

Section V. 1 The WCPLAB shall meet bimonthly in the odd-numbered months on the second (2nd) Wednesday at a time and place designated by the Chair. Special meetings may be called by the Chair, or a majority of the members, or the Regional Director, or the County Librarian, with 48 hours' notice. Emergency meetings may be called by the Chair or Vice-Chair because of generally unexpected circumstances that require immediate attention.

Section V. 2. All meetings of the WCPLAB shall be open to the public unless designated as closed meetings under the NC Open Meeting Statutes.

Section V. 3. A majority of members at a meeting shall constitute a quorum for the transaction of business. Each member shall have one (1) vote. The presiding officer shall vote only in case of

a tie. A simple majority vote by the members, a quorum being present, shall constitute the action of the WCPLAB. An ex officio member shall not be included in a quorum count but has voting rights.

Section V. 4. The Regional Director and County Librarian shall be required to attend each WCPLAB meeting.
Section V. 5. Written notice of regular meetings shall come from the office of the County Librarian and shall give seven (7) days or more notice prior to the meeting date.

ARTICLE VI– ORDER OF BUSINESS

Section VI. 1. Call to order
Section VI. 2. Approval of previous meetings minutes
Section VI. 3. Correspondence and communications
Section VI. 4. Report of Regional Director
Section VI. 5. Report of County Librarian
Section VI. 6. Reports of standing committees
Section VI. 7. Reports of special committees
Section VI. 8. Unfinished business
Section VI. 9. New business
Section VI. 10. Adjournment

A copy of the agenda is to be distributed to the members prior to the meeting. Additions or deletions to the agenda may be made by a majority vote of the members present.

ARTICLE VII -- GENERAL

Section VII. 1. Any rule or resolution of the WCPLAB, whether contained in its Bylaws or otherwise, may be reviewed by the ARLB. If such rule or resolution is judged in conflict with the existing Regional Library Board Bylaws and/or contract, the rule or resolution will be deemed overruled.

Section VII. 2 The Bylaws of the WCPLAB may be amended only with the approval of the Appalachian Regional Library Board.