



# Culpeper County Library

271 Southgate Shopping Center, Culpeper, VA 22701 540-825-8691

APPROVED BY LIBRARY BOARD, MARCH 6, 2002

## Culpeper County Library Board Bylaws

### ARTICLE I – NAME

Section 1. The name of this Board is the Culpeper County Library Board.

### ARTICLE II – PURPOSE

Section 1. The purpose of this Board is to provide management and control of the public library system in Culpeper County for the benefit of the citizens of the county.

### ARTICLE III – MEMBERS

Section 1. The members of this Board are appointed by the Culpeper County Board of Supervisors in accordance with Section 42.1-35 of the Code of Virginia.

### ARTICLE IV – OFFICERS

Section 1. Election.

At the ~~June~~ January meeting each year the Board shall elect from among its membership and shall install the officers of the Board: Chair, Vice Chair and Secretary. The officers shall each serve a term of one (1) year.

This notice is to inform the public of a possible change to the Bylaws 10 days prior to the Board meeting.  
(Posted January 26<sup>th</sup>, 2024)

Section 2. Responsibilities.

The Chair shall preside at all meetings of the Board. He or she shall appoint all committees and shall be an ex-officio member of all committees.

The Vice Chair, in the absence or incapacity of the Chair, or upon his or her resignation, shall assume all responsibilities of that office.

The Secretary shall keep minutes of the meetings of the Board.

## ARTICLE V – MEETINGS

### Section 1. Regular Meetings.

Meetings of the Board shall be held monthly, on the first Wednesday of the month at 7 p.m.

### Section 2. Special Meetings.

Special meetings may be called by the Chair when he or she deems it necessary, or upon request of four (4) members of the Board.

### Section 3. Notice.

Five (5) days' notice shall be given to all members as to the month, day and time of all meetings.

### Section 4. Closed Session.

This Board may convene in Closed Session in accordance with the Virginia Freedom of Information Act.

### Section 5. Quorum.

A majority of the number of members of the Board shall constitute a quorum.

## ARTICLE VI – COMMITTEES

### Section 1. Ad Hoc Committees.

The Chair shall have the authority to appoint special committees to perform specific tasks.

## ARTICLE VII – LIBRARY DIRECTOR AND STAFF

### Section 1. The Board shall have the authority to establish a personnel policy for the employees of the Culpeper County Library, including annual leave and sick leave policy.

### Section 2. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its supervision, review and direction. The Director shall be responsible for preparing job descriptions and the hiring and supervision of the library staff. The Director shall be responsible for the care and maintenance of library property, for adequate and proper selection of books in keeping with the stated policy of the

Board, for the efficiency of library service to the public, and for the financial operation of the library, including the spending, collection, and accounting for funds within the limitations of the budgeted appropriation. All hiring or discharges of the library staff shall be reported to the Board.

#### ARTICLE VIII – RULES OF PROCEDURE

Section 1. The Board may adopt rules of procedure to govern the conduct of its meetings. Any matter not covered by a rule of this Board shall be subject to Robert's Rules of Order.

#### ARTICLE IX – AMENDMENTS

Section 1. These bylaws of the Culpeper County Library Board may be amended by a vote of a majority of the Library Board, provided that the nature and intent to amend is stated in the call of the meeting at least ten (10) days prior to the date of such meeting.