



BY-LAWS OF BROOKE COUNTY PUBLIC LIBRARY & FOLLANSBEE BRANCH

ARTICLE I - NAME AND KIND OF ORGANIZATION

Sec. I The name of this organization is Brooke County Public Library. It is a corporation established by the County Court of Brooke County, West Virginia under the authority of the Code of West Virginia relating to Public Libraries.

ARTICLE II - BOARD OF DIRECTORS

Sec. I The Board of Directors shall consist of five citizens of Brooke County appointed by the County Court of Brooke County. They shall hold office for a term of five years commencing from the first day of July following their appointment. A vacancy shall be reported to the County Court of Brooke County, as it may occur, and shall be filled by the Court for the remainder of the unexpired term. No compensation shall be paid or allowed any director.

ARTICLE III – GENERAL RESPONSIBILITY AND POWERS OF DIRECTORS

Sec. I The Board of Directors shall be responsible for providing free library service to Brooke County residents, within the limits of its resources, subject to such rules and regulations as it may adopt. In the exercise of this responsibility the Board may conduct a branch library in Brooke County, or discontinue any branch library.

Sec. II The Board shall have the power to occupy suitable quarters, through lease or purchase, or to erect upon ground secured through gift or purchase, an appropriate building, for the use of such library, and have supervision, care and custody thereof.

Sec. III The Board shall have the power to receive and utilize contributions of personal services, and gifts of cash or other personal property and of real property, as it may deem advisable, for the benefit of the library.

Sec. IV The Board may establish and collect such reasonable fees, service and rental charges as may be appropriate; and may assess fines, damages or replacement costs for the loss of, injury to, or failure to return any library property or material; and may sell, or otherwise dispose of surplus, duplicated, obsolete, or other unwanted materials or equipment belonging to the library. Any funds received from these sources shall be placed in the custody of the treasurer.

ARTICLE IV – SPECIFIC RESPONSIBILITIES OF THE BOARD

Sec. I The Board shall elect annually from its members, a president, a vice president, a secretary, a treasurer and such other officers as it may deem necessary.

Sec. II To adopt such rules and regulations as it may deem necessary for the administration, supervision and protection of the library and all property belonging thereto.

Sec. III To supervise the disbursement of all funds received by the Board from any source.

Sec. IV To employ such persons as may be needed, in its judgment, for the efficient operation of the library.

Sec. V To make an annual report for the fiscal year ending June thirtieth to the County Court of Brooke County. The report shall show the total amount of money received from all sources, how such money was disbursed, the number of books and periodicals on hand, the number added and withdrawn during the year, the number of books lent, the number of registered users of such library and such other information and suggestions as the Board may deem of general interest. A copy of this report shall be sent to the West Virginia Library Commission.

ARTICLE V – DUTIES OF OFFICERS

Sec. I The president shall preside at all meetings of the Board and shall perform all other duties usually pertaining to that office.

Sec. II The vice president shall assist the president and perform the duties of the president in the president's absence.

Sec. III The secretary shall keep a record of all meetings of the Board; conduct the correspondence of the Board; notify Board members of meetings and perform the other duties usually pertaining to that office.

Sec. IV The treasurer shall receive all monies of the Board; shall keep an accurate record of receipts and expenditures and pay out funds only as authorized by the Board; shall present a statement of account at each meeting and make up the annual report required to be made to the County Court.

Before entering upon his duties, the treasurer shall give bond, payable to and in an amount fixed by the Board, conditioned upon the faithful performance of his official duties. The cost of such bond shall be payable from the library funds.

ARTICLE VI – MEETINGS

Sec. I The Board shall hold regular meetings at such times and places as it may designate.

Sec. II Special meetings of the Board may be called by the president and shall be called upon the written request of any three members of the Board, for the consideration of matters stated in the call. Notice of a special meeting shall be given at least two days before the meeting.

Sec. III Three members shall constitute a quorum for transaction of business at any regular or special meeting.

Sec. IV In the event that a board member cannot physically attend a regular scheduled meeting, special meeting, or emergency meeting, attendance & voting by email or phone proxy is permissible.

ARTICLE VII – AMENDMENTS TO BY-LAWS

Sec. I Amendments to these by-laws may be made by a majority vote of the Board.

Amended & Approved 8/26/19