

LIBRARY BOARD of TRUSTEES  
CHARTER 2018

**1. Purpose.** The Library Board of Trustees is a governing board, in accordance with Virginia Code section 42.1-35 and Amherst County Code sections 6-1 through 6-3, whose purpose is to assist the Board of Supervisors by setting library policy, hiring and supervising a library director, approving and overseeing library finances, and making certain that the library is meeting the informational and recreational needs of the citizens of Amherst County, as well as providing the materials and services needed to assist with both the formal educational and the lifelong learning needs of the citizens.

**2. Goals.** The goals of the Board of Trustees are to make certain the library has sufficient funding for the programs and services needed by the citizens of Amherst County; to make certain the library is managed properly by an experienced, qualified library director who stays abreast of community needs and library trends and practices; to set policies that provides fair and equitable library services to all community members regardless of race, economic status, age, gender, religion, or other factors; to set policies that promote good stewardship of library funds; and to promote the library in the community; and to promote the goals of the Amherst County Public Library and the Board of Supervisors.

**3. Membership.** The Library Board of Trustees will consist of five (5) voting members appointed by the Board of Supervisors, one member for each supervisory district within the County. Board members are appointed for a term of four years. They are eligible to serve for two four year terms (in addition to time served if appointed to fill the remainder of a term vacated by an existing member who resigns, dies, or is incapable of completing a term). Board members may be appointed for additional terms if the Board of Trustees votes unanimously to recommend appointment for additional terms and the Board of Supervisors is in agreement to reappoint the Board member. If no one from the district in which the open term exists comes forward seeking appointment, an at-large appointment may be made by the Board of Supervisors. Voting members need to be sworn into office by the Clerk of Court. Each June, a President and Vice-President are elected by the Board of Trustees to serve for the next fiscal year, July 1-June 30. The Library Director serves as Secretary.

**4. Youth Participants.** One or two youth participants may be appointed to the Board of Trustees by the Board of Supervisors or Board of Trustees. These members may address any subject discussed by the Board, but may not vote. Youth members will not be allowed to attend closed sessions in which personnel matters or other sensitive subjects are discussed.

**5. Meetings.** The Board meets on the third Monday of each month at 6:00 p.m. The meeting rotates between the two library locations. Other meetings may be scheduled as necessary. The President may cancel a monthly meeting with the concurrence of three other Board members, but a minimum of one meeting must be held quarterly. Special meetings may be held at any time at the call of the President or Library Director or at the call of two Board members, provided that notice is given in writing, by personal telephone call, or email at least twenty-four hours in advance of the special meeting. A quorum of three (3) voting members is necessary to conduct a meeting. A proposed agenda is prepared by and distributed by the Library Director one week before the scheduled meeting. Minutes are taken at each meeting.

**6. Reports.** Reports are given to the Board of Trustees on a monthly and annual basis by the Library Director. An annual report and other reports are given to the Library of Virginia as required to maintain and continue receiving state funding. Reports are given to the Board of Supervisors as requested or as

necessary for County or Library business. The Board of Supervisors may request information at any time. The Library Director and/or Board of Trustees officers or members will attend Board of Supervisor meetings or work sessions as needed or requested. Library Board meetings are open to the public and records of those meetings are available to the public during library operating hours in the office of the director. The library will cooperate with FOIA requests for any information not exempted from the act.

**7. Structure.** The Board of Trustees consists of five (5) members and has three (3) officers. The Board elects a President and Vice-President each year to serve a one-year term. The Library Director serves as secretary. There is no need for a treasurer since all Library funds are distributed by Amherst County and deposited in County accounts. The current structure may need to change if additional libraries are constructed in the future or if County supervisory districts are changed or major shifts or growth in population occur.

**8. Staff Support.** Library staff will assist the Board of Trustees as desired and will be assigned by the Library Director. The assistance of the Finance Department, Purchasing Department, Treasurer's Office, Human Resources, Maintenance Department, and Public Works is needed on a regular basis. Assistance from other County Departments and/or personnel is needed on an occasional basis.

**9. Authority.** The Board of Trustees is responsible for writing, implementing, and maintaining all policies pertaining to the library, with the exception of personnel policy. The Board of Trustees signed the Cooperative Agreement with the Board of Supervisors putting library staff, including the library director, under the provisions of the County personnel policy. The Board retains authority to determine library holiday and closing schedules considering what is best for the community and will give leave as appropriate to library staff members. The Board of Trustees maintains authority over hiring, supervising, dismissal of the library director. The Board of Trustees has the authority to approve an annual budget request before it is submitted to the Board of Supervisors and to authorize spending of library funds. The Board of Trustees may enter into agreements with other libraries or groups that will benefit the Amherst Library System without impacting the County budget negatively. The Board of Trustees has the authority, as a governing board, to conduct business on behalf of the library, authorize purchase of materials for the collection, determine the appropriateness of items within the collection, and whether they are removed or retained.

**10. Official Acts.** Acts of the Board of Trustees shall be performed by majority vote and recorded in official minutes. The President, or another representative appointed by the Trustees, may speak for the Trustees.

**11. Virginia Freedom of Information Act.** The Board of Trustees is a "public body" under the Virginia Freedom of Information Act. It is the responsibility of the President, with the assistance of the Secretary, to ensure compliance with all facets of the law.

**12. State and Local Governments Conflict of Interest Act.** Members of the Board of Trustees are not required to file the annual Financial Disclosure Statement.