

# Board of Trustees Bylaws

Florence County Library System

Approved by the Board of Trustees September 8, 2025

## Article I - Name

The name of this organization shall be the Florence County Library Board of Trustees, hereafter referred to as the "Library Board," existing by virtue of the provisions of the laws of the State of South Carolina, Title 4, Chapter 9, Article 35. The Library Board shall exercise the powers and authority and assume the responsibilities delegated to it by said law and by county ordinances.

## Article II - Purpose and Duties

**Section 1:** The Library Board shall govern the operation and activities of the Library as set forth in Title 4, Chapter 9, Articles 36 and 37 of the Code of Laws of the State of South Carolina.

**Section 2:** Adopt bylaws and rules for its own guidance, and for the governing of the Library, in compliance with State and County laws and regulations.

**Section 3:** Support efforts that will provide and make available books, library materials, and other resources to County residents.

**Section 4:** Devise policies and regulations governing the use of library materials, equipment, services, and facilities that benefit all users.

**Section 5:** Promote library services and programs throughout Florence County and the state of South Carolina.

**Section 6:** Support state and national legislation that enhances the development of libraries.

## Article III – Library Board Members

**Section 1:** Nine (9) Library Board members shall be appointed by members of Florence County Council for staggered terms of four (4) years and/or until qualified successors are appointed. To the extent that it is possible, appointments should be made representing all of the geographical areas of the County.

### **Section 2:** Vacancies and Removals

1. Vacancies shall be filled in the manner of original appointment for the unexpired term.
2. A board member who moves from the district in which he or she was appointed should notify the Board's Chair.
3. Absence by any member from three consecutive regular meetings without a valid reason, such as illness or pressing personal commitments, shall be considered a voluntary resignation by the member.

4. The minutes of each regular meeting shall indicate whether an absence is excused due to a valid reason, such as illness or pressing personal commitments, or unexcused. Upon two consecutive unexcused absences, such board member shall be notified that further absence shall be considered a voluntary resignation.
5. The Board Chair shall notify the county administrator of resignations due to absence from meetings and other resignations and vacancies caused by death, disability, transfer of residence outside of county or other causes, within 30 days of the effective date such as the third consecutive absented meeting or the receipt of a letter of resignation.

## Article IV - Elections

**Section 1:** All terms shall commence at the September meeting of the appropriate year. Members shall serve until their successors are elected and qualify. At the May meeting, the Chair shall appoint a Nominating Committee consisting of three members.

**Section 2:** The Nominating Committee shall secure nominees for each office to be filled, ensuring that consents have been obtained.

**Section 3:** Notification of the election shall be made two weeks (14 days) prior to the election.

**Section 4:** A majority vote (5 members) of those attending the regular September meeting shall constitute election.

## Article V - Officers

**Section 1:** The officers of the Library Board shall be the Chair, Vice-Chair, and Secretary/Treasurer.

**Section 2:** Officers shall be elected annually at the September meeting of the Board. The officers shall assume their duties upon their elections and at the conclusion of the September meeting.

**Section 3:** Officers shall serve a term of one (1) year, and can serve up to two terms consecutively.

**Section 4:** Any vacancies shall be filled for an un-expired term by a member who is voted upon at a regular meeting of the Library Board.

**Section 5:** An officer may be removed for failing to carry out the duties of the position. This action shall be voted upon affirmatively by five (5) Board members at a regular meeting.

## Article VI – Duties of Officers

### Section 1: Chair

Preside at meetings of the Library Board; shall perform duties as prescribed in these bylaws or as assigned by the Library Board and Robert's Rules of Order; shall appoint committees and coordinate the work of the officers and committees; represent the Library Board to other

government and/or local entities on matters that have been approved and designated by the Library Board; perform all other duties associated with the office.

#### **Section 2: Vice-Chair**

In the event of the absence or disability of the Chair, or a vacancy, the Vice-Chair shall assume and perform the duties.

#### **Section 3: Secretary/Treasurer**

Ensures that an accurate record of the minutes is kept of all meetings. Notices shall be mailed one (1) week prior to the meeting; perform other such duties as generally associated with the office. Upon authorization of the Library Board these duties may be delegated. The Secretary/Treasurer shall act as temporary Chair in the absence of the Chair and Vice-Chair.

### **Article VII - Meetings**

**Section 1:** Regular meetings of the Library Board shall be held the first Monday of January, March, May, July, September and November-at a designated time and place. A schedule for the following year's meetings shall be approved at the November meeting each year.

**Section 2:** The Library Board may reschedule or cancel a regular monthly meeting if major conflicts occur, or when the meeting date conflicts with that of an observed holiday.

**Section 3:** Meeting notices, minutes from the previous meeting, budgetary issues, and agendas shall be mailed to Board members one week prior to the meeting. The Library Director, with assistance from the Board's Chair shall prepare the agenda for each meeting. Copies of committee reports, other reference materials as deemed necessary to conduct the business of the board shall also be included in the agenda packets.

**Section 4:** There shall be an agenda item at each regular Library Board meeting for county residents to address the Board. Written requests stating the purpose for public participation, addressed to the Chair or Library Director shall be received ten (10) days prior to the meeting and shall be limited to five (5) minutes.

**Section 5:** All meetings, votes and deliberations of the Library Board shall be open to the public, as provided by law. Proceedings and records, including minutes of the meeting shall be made available to public perusal.

**Section 6:** Five (5) members shall constitute a quorum for the transaction of business at regular meetings. Proxy votes are not allowed.

**Section 7:** A trustee may attend a meeting remotely (i.e., through Zoom or other videoconferencing) if they would otherwise be unable to attend the meeting. A remote attendee may vote on motions and count toward a quorum provided they can see and hear all other attendees, and can be seen and heard by all other attendees.

**Section 8:** Special meetings may be called by the Chair, or a majority of the board members; at least forty-eight (48) hours prior notice shall be given.

**Section 9:** Special meetings may be held electronically in circumstances where a meeting in person is impossible or impractical. Such meetings must include a quorum and must allow all Trustees to communicate simultaneously. Any action taken in such meetings shall be ratified or rejected at the next regular meeting of the Board.

## Article VIII – Order of Business

The Order of Business at regular meetings shall include, but is not limited to the following:

1. Call to Order
2. Determination of a quorum
3. Approval of the agenda
4. Approval of the last meeting's minutes
5. Financial report
6. Committee reports
7. Director's report
8. Old business
9. New business
10. Public participation
11. Next meeting date
12. Adjournment

## Article IX – Standing and Special Committees

**Section 1:** The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary/Treasurer. The Library Director may serve this and other committees in an advisory capacity.

**Section 2:** The Library Board may create such additional standing committees as deemed necessary to conduct its work. The term shall be for the remainder of the fiscal year or until terminated by a vote of the Board at a regular meeting.

**Section 3:** The Library Board may create special committees for specific purposes, automatically being dissolved when the tasks are completed and final reports are given.

## Article X – Parliamentary Authority

Robert's Rules of Order, the latest edition, shall be used as the authority to conduct the business of Library Board meetings.

## Article XI – Library Director and Staff

**Section 1:** The Library Board shall employ a Director to serve as administrative officer of the Florence County Public Library System and shall direct the duties to be performed as outlined in the official job description.

**Section 2:** An annual performance evaluation of the Library Director shall be done using the evaluation instrument provided by the County of Florence.

**Section 3:** Other library employees shall be hired by the Library Director in accordance with approved Florence County personnel guidelines and budgeted staffing plans.

## Article XII – Policies

**Section 1:** The Library Board shall adopt and revise administrative policies to govern the operations of the Florence County Public Library System and its branches.

**Section 2:** These policies shall be available for public perusal.

**Section 3:** Library policies shall be reviewed and updated as needed. The Library Director shall provide the Board a list of all policies and dates of last revision on a regular basis.

## Article XIII – Finances

**Section 1:** The Library Director shall prepare an annual budget proposal that is consistent with the guidelines adopted by the County of Florence.

**Section 2:** The budget request for the fiscal year shall be formally approved by the Library Board; the budget, as approved by Florence County Council, shall be reviewed at by the Library Board at its next meeting.

**Section 3:** All revisions to the annual budget shall be submitted to the Board for approval.

**Section 4:** The Library Director shall submit monthly revenue and expense reports for the Board's review and approval.

## Article XIV – Amendments

**Section 1:** These bylaws may be amended at any regular meeting of the Board by the affirmative vote of the majority of the Board members present. Proposals for amendments to the bylaws may be made at any regularly scheduled meeting of the Board.

**Section 2:** Proposed amendments to these bylaws shall be mailed to the Library Board members at least fourteen (14) days prior to the next meeting at which they will be voted upon.

**Section 3:** An affirmative vote by a majority of members in attendance at the meeting constitutes the adoption of the proposed amendment(s).

**Section 4:** The bylaws of the Florence County Library Board shall be reviewed every four (4)

years.

**Section 5:** The bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic.

## Statement of Ethics

**Section 1:** Members of the Florence County Library Board of Trustees recognize that they hold positions of public trust and that any effort to realize personal gain through official conduct is a violation of that trust.

**Section 2:** No member of the Board shall make motions or vote on proposals or other issues in which the member has a conflict of interest as defined in the State of Ethics Law (SC Code of Laws, 1976, Title 8, Chapter 13, Article 700).

**Section 3:** No Board member shall enter into any contract or incur any liability in the name of the Library Board or on behalf of the Board without the Board's authorization.

**Section 4:** Each member of the Board will annually sign an updated Conflict of Interest statement.

## Compliance Statement

These bylaws are in compliance with:

1. Florence County, SC Municipal Code, Chapter 2, Article V: Boards, Commissions, Committees and Agencies
2. Florence County, SC Municipal Code, Chapter 16.5: Library System
3. South Carolina Code of Laws, Section 4-9-35: County public library systems; boards of trustees