

Radford Public Library By-Laws

Article I

Charter

The Radford Public Library is chartered by the Radford City Ordinance No. 719, dated July 13, 1970, which repealed and replaced Ordinance No. 418 dated March 24, 1941. Library board reorganized under City of Radford Ordinance No. 1479, repealing and reenacting Article XV "Library Board," of Chapter 2 "Administration," of the Code of Ordinances of the City of Radford, Virginia, 2000, as amended and re codified, to make the Library Board an advisory Commission, effective July 1, 2004.

Article II

Library Board Members

The Library Board shall consist of 6 members, serving without pay, but necessary expenses actually incurred shall be paid from the library budget to the extent that funds are available. The members of the Library Board shall be appointed by the City Council.

Term of Office

The term of office of the members of the Library Board shall be for 4 years or until their successors are appointed and qualified. Board members shall be appointed for no more than 2 consecutive terms. In the case of the young adult representative, the term shall be limited to a 1 year appointment.

Vacancies

When vacancies on the Library Board occur in any way other than by the expiration of terms, they shall be filled by City Council for the remainder of the unexpired term.

Removal of Members

The City Council, in its discretion, may remove any member of the Library Board for misconduct or neglect of duty.

Organizational Meeting

Immediately after the appointment of the members of the Library Board, such members shall meet and organize by electing one of such members as Chair and other such officers as are identified herein.

Quorum

A majority of the members of the Library Board shall constitute a quorum for the conduct of the Library Board's business.

Officers

The Board shall elect a Chair and Vice-Chair annually to serve for the city fiscal year, July 1 through June 30. The Library Director shall serve as the ex-officio Secretary of the board.

Article III

Duties of the Officers

- Chair
The Chair shall conduct all meetings of the Board, appoint committees, and report action to the Radford City Council. S/he shall represent the Board as spokesperson needed for official functions and sign required documents on behalf of the Board. S/he shall be an ex-officio member of all committees.
- Vice-Chair
The Vice-Chair shall substitute for the Chair in his or her absence and shall be chairman of the Personnel Committee.
- Secretary
The Board Secretary shall be the Library Director (an ex-officio member of the Library Board). The Secretary shall keep minutes of all board meetings and maintain a complete file of correspondence of concern to the Board and shall perform such other duties as the Board and/or City Manager may determine.

Article IV

Committees

- Personnel Committee
The Personnel Committee shall be responsible for reviewing the performance of the Library Director and making recommendations to the City Manager on the director's annual evaluation. It shall make recommendations to the Board on the employment of the Director, which shall advise the City Manager. The Vice-Chair of the Board shall be Chair of the Personnel Committee.
- Budget Committee
The Budget Committee shall be responsible for advising the Library Director on the preparation of the annual budget request for submission by the Board to the Radford City Council. The Chair of the Board shall be the chairman of the Budget Committee.
- Planning Committee
The Planning Committee shall be responsible for preparing and updating the Five Year Plan. All projected services, staffing, and facility construction or modification shall be included in the Five Year Plan. The Board Chair shall appoint the Chair of the Planning Committee.

Meetings

The Board shall meet on the Monday following the first full weekend of the month, or another day agreed upon by the majority of the members, at least 4 times a year, in August, November, February, and May, and at such other times as deemed necessary by the Chair and upon adequate notice being given to all members. Four Board members shall constitute a quorum.

Any member who misses 3 consecutive meetings or 3 meetings within a fiscal year will be considered to have resigned their position as a member of the Radford Public Library Board.

Finances

The Treasurer of the City of Radford will disburse all monies for the Radford Public Library.

Rules of Order

Robert's Rules of Order, newly revised, shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision of these bylaws.

Amendments

These bylaws may be amended at any regular or special meeting of the Library Board by a 2-thirds vote of the members present. A copy of the proposed amendment shall be mailed to each member of the Board not less than thirty days prior to the meeting at which the amendment shall be submitted for adoption. After adoption, a copy of the amendment shall be mailed to the Virginia State Librarian and the Radford City Council.

- Adopted: January 10, 2005
Chair: William Zuti
- Amended: May 9, 2011
Chair: Betty Overdorf