

# EASTERN SHORE PUBLIC LIBRARY

## BYLAWS

The Eastern Shore Public Library (herein called the “Library”) was created in accordance with Section 42.1-37 of the Code of Virginia, and the Regional Library Agreement dated as of December 1, 2008 (the “Regional Agreement”) between Accomack County, Virginia (“Accomack”) and Northampton County, Virginia (“Northampton”). The Regional Agreement updated the agreement between Accomack and Northampton created by resolutions adopted by the Accomack Board of Supervisors on April 23, 1958 and January 21, 1987, and resolutions adopted by the Northampton Board of Supervisors on May 5, 1958 and February 9, 1987. Section 7 of the Regional Agreement provides that the trustees for the Library appointed by Accomack and Northampton shall adopt such Bylaws as they shall deem to be in the best interest of the Library, and therefore these Bylaws have been adopted on May 4, 2009 and amended on August 8, 2011 and July 11, 2017. These Bylaws restate and replace all previous Bylaws of the Library.

### ARTICLE 1

#### Name, Locations and Constituency

Section 1.1 Name. The name of the organization governed by these Bylaws is the “Board of Trustees of the Eastern Shore Public Library” (the “Board”).

Section 1.2 Locations. The headquarters of the Library are located at 23610 Front Street, Accomack, Virginia 23301, and a branch of the Library is located at 7745 Seaside Road, Nassawadox, Virginia 23413. In addition, the Library has cooperative agreements for providing library services with the Cape Charles Memorial Library located at 201 Mason Avenue, Cape Charles, Virginia 23310 and the Chincoteague Island Library located at 4077 Main Street, Chincoteague, Virginia 23336.

Section 1.3 Constituency. The Library provides services to all citizens of Accomack and Northampton.

### ARTICLE II

#### Governance

Section 2.1 Trustees. The Library shall be governed by the Board, which shall have such duties and obligations as may be provided by the Code of Virginia and as may be specified by the Library of Virginia. As provided in the Regional Agreement, the Board shall consist of nine trustees, six of whom shall be appointed by the Accomack Board of Supervisors and three of whom shall be appointed by the Northampton Board of Supervisors. Each trustee shall serve for a term of four years, beginning with the date of appointment. No trustee may serve more than

two consecutive terms, but may serve again after four years off the Board. A trustee appointed to fill the unexpired term of another trustee may at the end of the term be appointed to two full four-year terms.

Section 2.2 Officers. The Board shall elect a Chairman, a Vice Chairman, and an Eastern Shore Public Library Foundation Liaison Officer, and such other officers as the Board may determine from time to time. Officers shall be elected at the annual meeting to serve for one-year terms. Nominations for officers shall be made from the floor and may be proposed by a Nominating Committee if the Board chooses to appoint one. The officers shall have such duties as customarily pertain to such offices.

The Director of the Library shall serve as Secretary of the Board, and the Treasurer of Accomack County shall serve as Treasurer of the Board. The Treasurer shall receive, safely keep, and account for all money and other property of the library entrusted to his/her care, and shall disburse the same to the satisfaction of the Board. Only the Treasurer or the Treasurer's assignee is authorized to sign checks, withdraw funds, or set-up accounts in the name of the library. The Treasurer or the Treasurer's assignee will reconcile library accounts monthly and review the annual audit, reporting any anomalies to the Library Director and the Chairman. The Treasurer shall be bonded. The Director and the Treasurer are non-voting member of the Board.

Section 2.3 Committees. The Board may appoint such ad hoc committees for special purposes as it may determine from time to time.

### ARTICLE III

#### Meetings

Section 3.1 Date, Time, and Place. Regular meetings of the Board shall be held once a month at a time and place established by the Board from time to time. The Board shall have an annual meeting in June of each year (which may be postponed at the discretion of the Board) at which the officers, other than the Secretary and Treasurer, are elected. Newly appointed officers shall take their positions at the July meeting.

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy.

Section 3.3 Attendance Requirements. Trustees are expected to attend all meetings of the Board unless prevented by illness or other unavoidable circumstance. If any trustee misses three consecutive meetings of the Board without due cause, the trustees may vote to request that the Board of Supervisors which appointed such trustee, remove such trustee and appoint a replacement.

Section 3.4. Special Meetings. Special meetings of the Board may be called by the Chairman or any three trustees. Notice of a special meeting shall be given to all trustees at least

three days before such meeting, provided that in the case of an emergency such notice as is practical shall be given.

Section 3.5. Order of Business. The order of business at meetings of the Board shall consist of the following, together with such other items as the Director of the Library and the Board may establish from time to time:

- Call to Order
- Public Comment
- Approval of Minutes
- Old Business
- Financial Report
- Director's Report
- New Business
- Adjournment

Section 3.6 Parliamentary Authority. Meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

#### ARTICLE IV

##### Amendments

Amendments to the Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee, and the proposed amendment shall be voted on at the next regular meeting. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

Section 2.2 Revised and approved by the ESPL Board of Trustees on May 8, 2018.