

Warren County Library Board

Agenda – February 5, 2025

1. Call to order and roll call
2. Adoption of the Agenda
3. Approval of minutes from January 29, 2025 inaugural meeting
4. Statement from the Chairman
5. Proposed documents for review, comment & approval
 - a. Bylaws
 - b. Mission Statement
 - c. Vision Statement
6. Open board discussion
7. New business, if any
8. Adjournment

Mission Statement

The Warren County Library Board (WCLB) is dedicated to ensuring responsible financial stewardship and effective governance of public library services for the citizens of Warren County. Our mission is to provide oversight of taxpayer funds allocated to the operation of the public library while fostering transparency, accountability, and efficiency in library services.

We are committed to maintaining high-quality library services that support education, lifelong learning, and community engagement. Through thoughtful evaluation and collaboration with stakeholders, we seek to uphold best practices in public library governance, ensuring that resources are allocated fairly and responsibly to meet the needs of all county residents.

Vision Statement

The Warren County Library Board (WCLB) envisions a public library system that is fiscally responsible, well-managed, and accessible to all residents. We strive for a future where taxpayer resources are utilized efficiently to provide high-quality library services that support literacy, lifelong learning, and community enrichment.

Through transparent governance and responsible oversight, we aim to strengthen public trust, ensure sustainable funding, and promote collaboration between the county and the library's management. Our vision is a library system that remains a cornerstone of knowledge and culture while operating with financial integrity and accountability.

BY-LAWS OF THE WARREN COUNTY LIBRARY BOARD

ARTICLE 1 – PURPOSE OF COMMITTEE

- A. The Warren County Library Board (referred to as "the Library Board") was established by the Warren County Board of Supervisors on December 10, 2024. The Library Board shall manage and govern Warren County library services, set policies, oversee tax dollar contributions, and finances.

ARTICLE 2 – POWERS AND DUTIES

- A. The Library Board may adopt bylaws, rules and regulations for their own guidance and for the governance of a free public library system. The Library Board shall have control of the expenditures of all the moneys credited to the library fund by the Board of Supervisors and shall have all of the powers and duties set forth in Code of Virginia Title 42.1, Chapter 2.
- B. The Library Board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for the same. Any such property, real or personal, shall be titled in the name of Warren County, Virginia. If such property is money, it shall be deposited with the Warren County Treasurer and owned by Warren County, Virginia.

ARTICLE 3- BUDGET; DISBURSEMENTS; RECORDS.

- A. It shall be the duty of the Library Board annually, on or before the first day of February of each year, to prepare and submit to the Board of Supervisors, in writing, a proposed budget for the operation of the library system during the following calendar year. No expenditures other than those set forth in the budget as adopted by the Board of Supervisors shall be made by the Library Board.
- B. The Library Board shall keep proper minutes of its meetings and adequate financial records which shall be audited annually.
- C. The Library Board is subject to and shall comply with the Virginia Freedom of Information Act.

ARTICLE 4 – MEMBERSHIP

- A. There is hereby established a Warren County Library Board, (the "Library Board"), to consist of five members who shall be appointed by the Warren County Board of Supervisors (collectively, the "Board of Supervisors", and individually, a "Supervisor"). One member of the Library Board may be an employee of Warren County or a Supervisor.

- B. If a member of the Library Board (a “Member”) is an employee of Warren County or a Supervisor at the time of appointment to the Board and such employment or status as a Supervisor ends prior to the expiration of their term on the Board, then such Member shall continue to serve on the Board for the remainder of their term as a non-employee or non-Supervisor, and the Warren County Board of Supervisors may appoint another Member who is a Supervisor or employee of Warren County.

ARTICLE 5 - TERM OF OFFICE.

- A. Members shall be appointed as follows: one Member for a term of one year, one Member for a term of two years, one Member for a term of three years, and the remaining Members for terms of four years. All subsequent terms shall be for four years.
- B. Appointments to fill vacancies shall be only for the unexpired portion of the term.
- C. Members may be reappointed to succeed themselves.
- D. A Member whose term expires shall continue to serve until their successor is appointed and has qualified.
- E. Each Member shall serve without compensation, except for reimbursement of expenses incurred in the performance of their duties, if such expenses are approved by the Warren County Administrator or their designee.
- F. Members may be removed for misconduct or neglect of duty by the Board Of Supervisors.

ARTICLE 6 – SELECTION OF OFFICERS

- A. The Members shall elect from their Members a Chairperson, a Vice-Chair, a Secretary and such other officers as they may determine.

ARTICLE 7 – DUTIES OF OFFICERS

- A. The Chairman shall:
 - a. Preside over meetings.
 - b. Rule on procedural questions (subject to reversal by a majority vote of the members present).
 - c. Report on official communications at the next regular Library Board meeting.
 - d. Certify minutes as true and correct copies.
 - e. Carry out other duties as assigned by the Library Board.
- B. The Vice-Chairman shall:
 - a. Assume the full powers of the chairman in the absence or inability of the chairman to act.
- C. The Secretary shall:

- a. Take Library Board meeting minutes, submitting for approval and circulating when approved. Looking after and managing records, reports and official correspondence.

ARTICLE 8 – RESIGNATIONS

- A. Any voting committee member may resign at any time from the Library Board. Such resignations shall be made in writing and shall take effect upon receipt by the Board of Supervisors. The resigning member shall be replaced as soon as reasonably possible by the methods detailed in this document.

ARTICLE 9 – REMOVAL

- A. A board member may be removed at a meeting called expressly for that purpose. Written notice must be given to all members of the Board at least seven days prior to the meeting. Removal shall require the approval of all Board members present and voting, excluding the member in question.

ARTICLE 10 – MEETINGS

- A. Finance Committee meetings shall take place on at least the first Wednesday of each month and are scheduled from 6 pm. The meetings are open to the public but shall not allow for public involvement or comment unless upon motion from the Chairman. Meetings will be advertised on the Warren County website at least five (5) calendar days prior to the scheduled meeting date.
- B. Three (3) voting members being present for the Library Board meeting will constitute a quorum for the transaction of business.

ARTICLE 11 – ORDER OF BUSINESS

- A. The order of business for a regular meeting shall be:
 - a. Call to Order.
 - b. Roll Call.
 - c. Adoption of Agenda
 - d. Approval of Minutes.
 - e. Board Matters
 - f. Adjournment
- B. Parliamentary procedure in Library Board meetings shall be governed by Robert's Rules of Order
- C. The Library Board shall keep the meeting minutes of each board meeting, and these minutes shall become a public record.

ARTICLE 12 – PROCEDURE

- A. An agenda will be produced by the Chairman no later than three (3) business days before the next scheduled meeting.

ARTICLE 13 – ACTION ITEMS

- A. Action items will be presented at each Library Board meeting as needed. These items are identified by staff as needs arise.

ARTICLE 14 – AMENDMENTS

- A. The bylaws may be amended or altered in whole or in part upon approval by the Warren County Board of Supervisors.

Dr. Edwin C. Daley Clerk of the Board of Supervisors

These Bylaws were approved by the Warren County Board of Supervisors on _____ day of _____, 2025.