



**PARKERSBURG AND WOOD COUNTY PUBLIC LIBRARY  
BY-LAWS OF THE BOARD OF LIBRARY DIRECTORS**

**ARTICLE I.**

Name

This organization shall be known as the Library Board of the Parkersburg and Wood County Public Library.

**ARTICLE II.**

Organization

The governing authority of the Parkersburg and Wood County Public Library was created pursuant to Chapter 10, Article 1 of the Code of West Virginia of 1931, as amended, and under the terms of an agreement between the Board of Education of Wood County, a corporation, the County Court of Wood County, a corporation, and the City of Parkersburg, a municipal corporation. Through this agreement, the Parkersburg and Wood County Public Library, heretofore maintained by the Board of Education of Wood County, was placed under the jurisdiction and authority of the Library Board.

The said Library Board shall consist of five (5) members, shall constitute a public corporation, and as such, it may contract and be contracted with, sue and be sued, plead and be impleaded, and shall have and use a common seal and shall have all the powers and duties now or hereafter conferred upon public library boards by Chapter 10, Article 1 of the Code of West Virginia of 1931, as amended, or by subsequent enactment of the Legislature of West Virginia.

**ARTICLE III.**

Appointment of Members

Pursuant to said agreement, the said governing bodies appointed five (5) members of the Library Board with the terms of one of whom shall expire each year commencing on the 1<sup>st</sup> day of July, 1968. Thereafter, beginning on or before the 1<sup>st</sup> day of July, 1968,



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the said governing bodies shall, in rotation, appoint annually one (1) member of the Library Board, the first such appointment to be made by the City of Parkersburg, the second such appointment to be made by the Board of Education of Wood County, and the third such appointment to be made by the Wood County Commission.

Members shall begin their respective terms on July 1<sup>st</sup> of each year and shall serve until their successors are appointed and qualified. Vacancies in the Library Board shall be filled by the governing authority appointing such members whose appointment shall become vacant provided, however, that vacancies occurring by reason of the death, disability or resignation of any of the five (5) originally appointed members shall be filled by that governing authority which, pursuant to the rotation described above, shall have the authority to appoint his or her successor had said vacancy occurred at the end of the regularly appointed term. In the event an appointment be for an unexpired term, the same shall be made for the residue of the term only. No compensation shall be paid or allowed any members of the Library Board.

**ARTICLE IV.**

Meeting of the Library Board

Section 1. – Regular Meetings: The Library Board shall hold its regular meetings at the library on the 4<sup>th</sup> Wednesday of each month or at such other time and place as the Library Board may fix thereof.

Section 2. – Special Meetings: Special meetings may be called by the Secretary at the direction of the President or upon the request of two (2) members and at least one day's notice thereof shall be given by telephone, mail, or by e-mail.

Section 3. – Quorum: A quorum shall consist of any three (3) members of any meeting of the Library Board. Any action taken by the Library Board shall require a majority vote.



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**ARTICLE V.**

Powers of the Library Board

Section 1. – Election of Officers: Immediately after appointment, the Library Board shall organize and elect one (1) member as its President, one (1) member as its Secretary, and one (1) member as its Treasurer and such other officers as may be deemed necessary. Those first elected shall hold office until the July, 1967, meeting of the Library Board at which time and thereafter said officers shall be elected annually for a term of one (1) year and shall be eligible for re-election.

Section 2. – By-laws: The Library Board shall adopt such by-laws, rules and regulations as may be necessary for its guidance and for the administration, supervision and protection of the library and all property belonging thereto.

Section 3. – Expenditures: The Library Board shall supervise the expenditure of all money credited to the library fund. The Library Board may lease or purchase and occupy suitable quarters or erect upon ground procured through gift or purchase appropriate buildings for the use of such library and shall have supervision, care and custody of the grounds, rooms or buildings now or heretofore constructed, leased or set apart for purposes of the Parkersburg and Wood County Public Library.

Section 4. – Library Director: The Library Board shall employ a Library Director and upon his recommendation, but at the Library Board's sole and absolute discretion, employ such other assistants as may be necessary for the efficient operation of the library. The Library Director must have at least a Masters degree in Library Science.

Section 5. – Annual Report: The Library Board shall make an annual report for the fiscal year ending June 30<sup>th</sup> to the governing authority or authorities appointing it, stating the conditions of the library property, the various sums of money received from the library fund, and all other sources, and how such money was expended, the number of books and periodicals on hand, the number added and withdrawn during the year, the number of books lent, the number of registered users of such library, with such other



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statistics, information and suggestions as may be deemed of general interest. A copy of this report shall be sent to the West Virginia Library Commission.

Section 6. – Bequests and Donations: On behalf of the Library, the Library Board shall be empowered to take title to all bequests, donations or devises of cash, personal property or real estate for the benefit of the Library and to hold the same in trust according to the terms and for the purposes of such bequest, donation or devise.

Section 7. – Additional Powers and Duties: In addition to the foregoing powers and duties, the Library Board shall have all powers and duties set forth in Chapter 10, Article 1, of the West Virginia Code of 1961, as amended, as may from time to time be delegated to the Library Board by the Common Council of the City of Parkersburg.

**ARTICLE VI.**

General Responsibilities of the Library Board

The Library Board shall be responsible for providing free library service for the use of all persons living within the area represented by the participating governing authorities, subject to such reasonable rules and regulations as it may adopt. The Library Board may extend the privilege and use of the library to non-residents upon such terms and conditions as it may prescribe. The Library Board may exclude from the use of the library any person who willfully and persistently violates any rules or regulations prescribed for the use of the library or its facilities.



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**ARTICLE VII.**

Duties of Officers

Section 1. – President: The President of the Library Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. – Secretary: The Secretary of the Library Board shall keep a true and accurate account of all proceedings of the Library Board meetings.

Section 3. – Treasurer: The Treasurer shall countersign with the Library Director checks drawn upon the library cash account. Upon election the Treasurer shall, before entering upon the duties of the Treasurer, give bond in an amount fixed by the Library Board, conditioned for the faithful discharge of the official duties of the position.

**ARTICLE VIII.**

Duties of Library Director

The Library Director shall be the chief administrative official for the Library Board. The Library Director shall be responsible for the fiscal and personnel administration, for securing coordination among the various departments, for public relations programs of the Library, and for continuous review and evaluation of the work results achieved. The Library Director shall make recommendations to the Library Board for employment of personnel and shall be responsible for the care of the building and equipment, for the planning, establishment and operation of programs of service to the public.



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**ARTICLE IX.**

Committees

Regular and special committees may be appointed by the President from time to time. Such committees shall serve until the completion of the work for which they were appointed.

**ARTICLE X.**

Amendments to By-Laws

Amendments to these by-laws may be made by a three-fifths vote of the Library Board at any regular meeting.