

**From:** Tracy Fitzmaurice [mailto:[tfitzmaurice@fontanalib.org](mailto:tfitzmaurice@fontanalib.org)]  
**Sent:** Tuesday, May 12, 2015 11:50 AM  
**To:** Chuck Wooten  
**Subject:** Jackson Co. Library Bylaws

Mr. Wooten,

I've attached the revised *Bylaws of the Jackson County Public Library Board of Trustees*. To help the Commissioners review the differences between the revised version and the original I have attached both of those documents as well as a redline version of the latest document.

The main difference is the Board has agreed to change the term limit from four years to two years. Other additions are mainly clarifications and additions to include the FRL Mission Statement and library locations. The three counties in FRL have all updated their Bylaws to improve consistency across the region.

I would appreciate it if you could present the Bylaws to the Commissioners at their earliest convenience. If you need further clarification please let me know.

Sincerely,  
Tracy Fitzmaurice

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Tracy Fitzmaurice ([tfitzmaurice@fontanalib.org](mailto:tfitzmaurice@fontanalib.org))  
County Librarian  
Jackson County Public Library

310 Keener Street  
Sylva, NC 28779  
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# BYLAWS

## OF THE JACKSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

### **Article 1: Name and Principal Office**

- Section 1.1** The name of this organization is the Jackson County Public Library. Jackson County Public Library is a member of the Fontana Regional Library, Inc. and is governed by Fontana Regional Library's Board of Trustees.
- Section 1.2.** The principal office is located at 310 Keener Street, Sylva, NC 28779.
- Section 1.3** Albert Carlton-Cashiers Community Library located at 249 Frank Allen Road, Cashiers, North Carolina 28717 is a branch of the Jackson County Public Library and a member of Fontana Regional Library.

### **Article 2: Description and Purpose**

- Section 2.1** The purpose of the Jackson County Public Library is to provide the public of Jackson County with excellent service and convenient access to resources for their educational, informational, and recreational needs.
- Section 2.2** The Jackson County Public Library Board of Trustees is an advisory board whose purpose is to oversee the libraries of Jackson County.
- Section 2.3** Recommendations on construction and improvement of the physical facilities shall be made to the Jackson County Board of Commissioners.
- Section 2.4** Recommendations on library services and operations shall be made to the Fontana Regional Library Board of Trustees.

### **Article 3: Board of Trustees**

- Section 3.1** Members of the Jackson County Public Library Board of Trustees are appointed by the Jackson County Board of Commissioners.
- Section 3.2** The number of Trustees constituting the Jackson County Public Library Board of Trustees shall be no less than seven and no more than nine voting members.
- Section 3.3a** At least two Trustees appointed to the Jackson County Public Library Board of Trustees will be from the Cashiers community area to ensure continuity and communication.
- Section 3.3b** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Jackson County Board of Commissioners.
- Section 3.3c** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Town of Sylva Board of Commissioners.
- Section 3.4** To be eligible to serve as a Trustee, a person must be a permanent resident of Jackson County.
- Section 3.5** Trustees shall serve no more than two full terms and no single term will be longer than three years.
- Section 3.6** Trustees shall be appointed in staggered terms to promote consistency as well as to accommodate change.
- Section 3.7** The membership of any Trustee may be terminated for good and sufficient cause by majority vote of the Trustees currently in office. Failure to attend three consecutive regular Board meetings may be considered "good and sufficient cause."
- Section 3.8** Vacancies due to Trustee resignations shall be filled with appointments by the Jackson County Board of Commissioners.
- Section 3.9** Trustees shall serve without compensation but may be reimbursed for reasonable expenses incurred in the performance of their duties as trustees.

**Article 4: Officers and Regional Board Members**

- Section 4.1** The Jackson County Public Library Board of Trustees shall appoint three of their members to serve on the Fontana Regional Library Board of Trustees. Consideration should be given to including representatives from all branches of the Jackson County Public Library on the Fontana Regional Library Board.
- Section 4.2** A Trustee appointed by the Jackson County Public Library Board of Trustees to the Fontana Regional Library Board shall continue to serve as a member of the Fontana Regional Library Board until his term on the Fontana Regional Library Board expires or his membership on that Board is terminated. During that period of time, the Trustee shall serve as an ex-officio member of the Jackson County Public Library Board of Trustees.
- Section 4.3** Officers of the Jackson County Public Library Board of Trustees shall be chosen annually at the regular May meeting. They shall be Chair and Vice-Chair/Secretary.
- Section 4.4** The Chair shall preside at all meetings, and generally perform the duties of a presiding officer. In the absence of the Chair, the Vice-Chair shall preside.
- Section 4.5** The Vice-Chair/Secretary shall be responsible for keeping a true and accurate account of all proceedings at meetings; shall issue notices of regular meetings and special meetings; shall have custody of minutes and other records of the Board; and shall notify the appointing body of vacancies on the Board. These duties may be delegated to the County Librarian as a regular matter.

**Article 5: Meetings**

- Section 5.1** The Jackson County Public Library Board of Trustees shall hold regular quarterly meetings on the third Tuesday of February, May, August, and November.
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- Section 5.4** A simple majority of the total number of the Jackson County Public Board of Trustees shall constitute a quorum. The action of the majority of the Trustees present at a meeting shall constitute an action of the entire Board of Trustees.
- Section 5.5** The order of business at regular meetings shall be as follows:  
Call to order  
Approval of minutes  
Librarian's report  
Report from Fontana Regional Library Board members  
Unfinished business  
New business  
Adjournment

**Article 6: Amendments**

- Section 6.1** These Bylaws may be amended at any regular meeting of the Board of Trustees with a quorum present; by unanimous vote of the members present, provided the amendment was stated at the previous meeting.

**BYLAWS  
OF THE JACKSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**Article 1: Name and Principal Office – New Article defining libraries and locations**

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**Section 3.3b** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Jackson County Board of Commissioners. No change.

**Section 3.3c** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Town of Sylva Board of Commissioners. No change.

**Section 3.4** To be eligible to serve as a Trustee, a person must be a permanent resident of Jackson County. New Section.

- Section 3.5** Trustees shall serve no more than two full terms and no single term will be longer than three years. Full term was four years but has been changed to two.
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