



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

ORGANIZATION AND BY-LAWS

VERMILION PARISH LIBRARY

BOARD OF CONTROL

Amended 8/26/09

Amended 2/13/19

ARTICLE 1. Name and Authorization

This organization shall be called Board of Control of the Vermilion Parish Library existing by virtue of the provision of Louisiana Revised Statutes 25:214, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE 2. Meetings

SECTION I. Meetings of the Board of Control shall be held quarterly, on the first Tuesday of February, May, August, November at an hour and place as set down in notice of meeting. An effort should be made to hold at least one meeting at each branch each year. Regular meetings may be held more frequently if desired.

SECTION II. The annual meeting at which the Board names officers shall be held at the time of the regular quarterly meeting for February; the library budget shall be presented at the quarterly meeting for November.

SECTION III. A quorum for the transaction of business shall consist of (5) five members of the Board present in person at all meetings.

SECTION IV. Special meetings may be called by the Secretary at the direction of the President or at the request of two (2) members of the Board, for the transaction of business as stated in the call for the meeting.

SECTION V. Notices of all regular meetings shall be mailed by the Secretary to all members at least five (5) days prior to the meeting date.

SECTION VI. Proceedings of all meetings shall be governed by Robert's Rules of Order.

SECTION VII. Library Board meetings are open to the public, except in certain specified instances. Any member of the public that would like to address the board must request to be placed on the agenda by 12 noon on the Friday prior to the next scheduled meeting.

ARTICLE 3. Officers

SECTION I. Officers of the Board shall be chosen at the regular annual meeting of the Board, and they shall be President and Vice President, both of whom shall be members of the Board.

SECTION II. Vacancies in offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.



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SECTION III. The Library Director shall act as Secretary and Treasurer of the Board, and shall keep a true and accurate account of all proceedings of the meetings; shall issue notices of all meetings; shall have custody of the minutes and other records of the Board; and upon authorization of the President shall notify the appointing body of any vacancies of the Board. Upon consultation with the President, the Library Director shall prepare the agenda for all meetings.

SECTION IV. The President of the Board shall preside at all meetings, appoint all committees, certify for payment of all bills by signing the summary sheet of claims, authorize calls for meetings, and generally perform the duties of a head official.

SECTION V. In the absence of the President, the Vice President shall exercise the President's functions and may upon the request of the President take over any duties he is unable to perform.

SECTION VI. The Treasurer shall have charge of special library funds and any special accounts; shall sign checks on the account; and shall report periodically on the state of such funds to the Board.

ARTICLE 4. The Library Director and Employees

SECTION I. The Library Director shall be considered the executive officer of the Library and shall have the responsibility for the administration of the library and shall carry out the policies adopted by the Board.

SECTION II. The Library Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's services to the public; for the operation of the Library; and for expenditures provided by the annual budget.

SECTION III. The Library Director shall attend all Board meetings except in case of an executive session when the Library Director may be asked to retire from the meeting. In such cases a member of the Board is appointed to act as Secretary.

SECTION IV. The Library Director shall submit to the Board for approval by the Board recommendations for the hiring & involuntary termination of staff at the next called meeting.

SECTION V. The Library Director shall issue notices of all meetings; shall have custody of the minutes; and other records of the Board; and upon authorization of the Board President shall notify the appointing body of any vacancies of the Board. Upon consultation with the President, he/she shall prepare the agenda for all meetings. The Library Director shall also be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's services to the public and for the operation of the Library and for expenditures provided by the annual budget.

ARTICLE 5. Resolutions and Orders



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SECTION I. A majority of the votes of all members of the Board present shall be necessary for the adoption or passage of any resolution or order. The ex-officio member has full voting privileges.

ARTICLE 6. Committees

SECTION I. Special committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

ARTICLE 7. The Order of Business

SECTION I. The order of business at the regular meetings of the Board shall be:

1. Call to order; calling of the roll
2. Approval of the minutes
3. Executive Session as required
4. Report of the Director: financial and statistical
5. Reading of communications
6. Unfinished business; Reports of Committees (standing or special)
7. New Business
8. Adjournment

ARTICLE 8. Amendments

These by-laws may be amended at any regular meeting by a majority vote; provided the proposed amendment was stated in the call for the meeting.

ARTICLE 9. Missed Meetings

The Vermilion Parish Library Board of Control reserves the right at its discretion to approach the Vermilion Parish Police Jury and request a member of the Vermilion Parish Library Board of Control be replaced in the event that said board member misses four (4) meetings in a calendar year.

APPROVED: _____ DATE _____

President
Vermilion Parish Library Board of Control