



# 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**

### 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. Meetings may be held more frequently if needed.

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 five (5) 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 sent by mail or by electronic mail 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 the current edition of *Robert's Rules of Order Newly Revised*.

SECTION VII. Library Board meetings are open to the public, except in certain specified instances. Members of the public shall be given the opportunity for public comment on any agenda item when public comments are called for by the president of the board. The speaker will have three (3) minutes to speak. The president may extend the time of the speaker if necessary. The board has a public speaking policy governing public comment at board meetings.

SECTION VIII. Any member of the public that would like to address the board at a board meeting must request to have a topic be placed on the agenda at least ten (10)



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days before the scheduled meeting. The request must be in writing and include the name of the person to address the board, the topic for discussion, and contact information for the requester. Any materials needed by the board for information on the topic for discussion will be provided.

## 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 board offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

SECTION III. The Library Director shall act as Secretary and the Business Manager will act as Treasurer of the Board. The Secretary 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 they are unable to perform.

SECTION VI. The Treasurer shall have charge of special library funds and any special accounts 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 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



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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.

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 a report on the hiring and involuntary termination of staff at the next called meeting.

## ARTICLE 5. Resolutions and Orders

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.

SECTION II. A committee will be appointed annually to evaluate the performance of the Library Director.

- a. The process of evaluation the Library Director will be as follows:
  - i. The Director Evaluation Committee (DEC) will review the current Library Director Job Summary to determine relevance, accuracy, and appropriateness of responsibilities and required qualifications and competency. Necessary changes shall be made. This is done during the month of November.
  - ii. The Board adopted evaluative tools shall be reviewed annually. These include *The Vermilion Parish Library System Staff Survey for the Library Director* and *The Vermilion Parish Board of Control Director Evaluation Instrument*. Necessary changes shall be made. This is done during the month of November.
  - iii. The written annual evaluation of the Library Director will take place during the month of December.
  - iv. Each Library Board of Control member and all library staff will be mailed their respective tools for input of information.



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- v. All parties will have ten (10) days to complete the evaluative instrument and return it in the stamped, addressed envelope provided. A due date of return will be noted.
- vi. The DEC will have ten (10) days from the due date of return to compile all information from the evaluative instruments.
- vii. At a special meeting (using executive meeting privileges) during the month of January, the board shall be presented the results of the composite summary of the director's evaluation.
- viii. The results of the director's evaluation shall be presented at the February board meeting.
- ix. If the evaluation is found to be unsatisfactory by a majority of board members, the DEC and Board President shall work with the Library Director to establish a performance improvement plan to address the poor performance areas.
- x. Deficiencies not corrected within the agreed upon timeline may lead to disciplinary action up to and including termination by the Library Board of Control.

## 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. Business of the board
6. 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 if said board member misses four (4) meetings in a calendar year.

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

President  
Vermilion Parish Library Board of Control