



Library Advisory Board: By-laws

ARTICLE I. Charter

The Staunton Library Advisory Board is created and organized consistent with Sections 42.1-35 and 42.1-36 of the Code of Virginia, and Section 2.75.010 of the Staunton City Code.

ARTICLE II. Purpose

The Library Advisory Board shall be advisory to the Director of Library Services (also historically sometimes referred to as the “librarian”), providing input and comment on matters such as the development and revision of policies, the selection of reading and recorded materials, and the evaluation of priorities which should be given to different library materials and programs. The Board should also support strategic planning and advocate for and help promote library services and programs. The Board may recommend that the Director of Library Services accept and use gifts, bequests, etc., for the benefit of the public library (City Code 2.75.020). The general supervision, management and control of the Library is vested solely in the Director of Library Services, who shall be appointed and accountable to the City Manager (City Code 2-75.030).

ARTICLE III. Members

The Library Advisory Board shall consist of at least five members appointed by the City Council. Board members serve without compensation. The term of office shall be four years. If reappointed, a member may serve one additional four year term. A member who has served two consecutive four year terms must wait a minimum of one year before being eligible to be reappointed. Library Advisory Board members have no authority to bind the City of Staunton or the Director of Library Services, and the members shall serve at the pleasure of City Council.

ARTICLE IV. Officers

The officers shall be a Chair, a Vice-Chair and a Secretary, as elected by a majority of the members of the Library Advisory Board. Officers shall serve a term of one year with annual elections occurring at the May meeting and officers shall assume their duties on June 1. Officers may succeed themselves, but rotation of positions is encouraged so that board members have opportunities to serve in different capacities during their tenure. A vacancy that opens in office may be filled at any meeting, with the position held until the next regular election in May. The Chair shall preside at all meetings of the Board. In the absence of the Chair, the Vice-Chair shall preside. In the event that both the Chair and Vice-Chair are absent, the longest tenured member other than the Secretary will preside over the meeting. The Secretary or their designee shall keep minutes of all meetings of the Library Advisory Board.



ARTICLE V. Meetings

Unless otherwise announced, regular meetings shall be held on the third Thursday of each month at 4:30 pm at the Staunton Public Library. All Board meetings are open to the public. A quorum for transaction of business shall consist of a simple majority of members of the Board. All procedural matters, unless otherwise controlled by provisions of the Virginia Code or the Staunton City Code, shall be governed by the most recent version of Robert's Rules of Order.

ARTICLE VI. General

An affirmative vote of the majority of all members of the Board present at the meeting shall be necessary to approve any action before the Board.

ARTICLE VII. Amendments

By-laws may be amended by a majority vote of the Board provided the proposed amendment has been announced at the previous meeting.

Adopted: June 17, 2015
Staunton Library Advisory Board

Amended: February 18, 2016
Amended: July 21, 2022



Library Advisory Board: Public Comment Policy

The Staunton Library Advisory Board desires and encourages the public to provide input and feedback about the Staunton Public Library's programs and operations. Therefore, at every meeting of the Staunton Library Advisory Board the final item on the Board's Agenda before Adjournment shall be entitled "Public Comment Period".

A sign up sheet for the Public Comment Period will be provided at each Board meeting. At the beginning of each meeting, the Board Chair shall state, "If you wish to participate in our Public Comment Period, please sign the sign up sheet located ((state location of the sign up sheet, i.e. "next to the entrance"))). Only those individuals who have signed the sign up sheet before the Public Comment Period begins shall be permitted to speak at the Public Comment Period.

The following rules shall be read by the Staunton Library Advisory Board Chair before the beginning of each Public Comment Period. The Chair is authorized to enforce these rules and may end a speaker's comment if the speaker violates the rules.

1. Each speaker shall be limited to 3 minutes. If a speaker's remarks exceed 3 minutes, I will ask the speaker to provide the remainder of their remarks to the Staunton Library Advisory Board in a written format that may be delivered in person, via U.S. Mail, or via electronic mail.
2. The speaker shall limit their comments to matters directly related to the Staunton Public Library or the Staunton Library Advisory Board.
3. The Public Comment Period is a time for the Staunton Library Advisory Board to listen to members of the public regarding the Staunton Public Library's programs and operations. It is not a time for interaction between the Board and members of the public. The Board will not engage in a dialogue or question and answer period with speakers during the Public Comment Period.
4. No one will be allowed to provide Public Comment unless they signed the sign-up sheet before the beginning of the Public Comment Period.

Adopted: September 15, 2022
Staunton Library Advisory Board