

**BY-LAWS OF THE
BOONE COUNTY LIBRARY BOARD**

Adopted February 21, 2002
Amended February 17, 2005
Amended March 22, 2018
Amended June 25, 2026

ARTICLE I – NAME, AUTHORIZATION AND RESPONSIBILITY

Section 1. The organized body known as the “Boone County Library Board” exists by authority of the Boone County Quorum Court Ordinance No. 1978-8 dated May 8, 1978.

Section 2. The Boone County Library Board shall be responsible for the establishment and continuing surveillance of the over-all policies governing the operations of the county library system.

Section 3. The Boone County Library Board must abide by the laws governing the conduct of all county boards **14-14-705 County advisory or administrative boards**, Arkansas Public Library Laws.

ARTICLE II – OBJECTIVE

The objective of the Boone County Library Board is to create and maintain the necessary facilities to provide the books and other library resources for the interest, information, and enlightenment of all people served by the county library system.

ARTICLE III – MEMBERSHIP

Section 1. The Boone County Library Board is composed of five (5) members who are appointed by the County Judge, with concurrence of the Boone County Quorum Court. The appointed Board members shall subscribe to the oath of office within ten (10) days from the date of appointment and evidence of oath of office shall be filed with the County Clerk.

Section 2. The Boone County Library Board members are appointed to serve a five (5) year term and shall serve until their successors are appointed and qualified. No Board member shall be appointed for more than two (2) consecutive terms.

Section 3. Regular Board meeting attendance is necessary for the conducting of official library business. If unable to attend, Board members must notify Chairman of the Board or Library Director.

Section 4. If Board member moves from the County, then they would vacate their position.

Section 5. All vacancies would be appointed by the County Judge, with concurrence of the Boone County Quorum Court.

Section 6. The County Judge serves as an ex-officio member of the Board without vote.

ARTICLE IV – OFFICERS

Section 1. Officers of the Boone County Library Board shall include a Chairman, Vice-Chairman and Secretary. All officers except the Secretary shall be elected annually by usual parliamentary procedures at the annual meeting. The Library Director or her representative shall be Secretary and the Library Director shall be an ex-officio member of the Board without a vote and shall attend all board meetings except those concerning the position of the Library Director. The Chairman may succeed himself/herself.

Section 2. The Chairman shall preside at all meetings and shall decide all points of order or procedure not specifically provided for by these By-Laws. He/she shall act as the Board's official agent in any public or legal problems and/or relationships which may arise as a consequence of any actions of the Boone County Library Board. The Chairman shall be an ex-officio member of all appointed committees.

Section 3. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.

Section 4. The Secretary shall keep the minutes of the meetings and perform the duties generally assigned to this office.

ARTICLE V – MEETINGS

Section 1. Regular meetings of the Boone County Library Board shall be held on the fourth Thursday of each month at 12:00 noon in the library's meeting room. Should circumstances dictate a change in the date, time, or place of any meeting, notice shall be provided to all Board members within two (2) calendar days. The public must be notified as well.

Section 2. Special meetings may be called by the Chairman or upon the written request of three (3) members. The notice for a special meeting shall state the purpose for which the meeting is called and written notification of all Board members must be sent not less than two (2) calendar days prior to the calendar day of the meeting. The public must be notified as well.

Section 3. All meetings regular or special of the Boone County Library Board shall be considered public meetings. All minutes of the meetings must be maintained for public review through the Freedom of Information Act. Board business should not be discussed outside of board meetings by text or e-mail. A library e-mail will be established for communications about board meetings.

Section 4. Three (3) Board members, including at least one elective officer, shall constitute the quorum required for the transaction of any business at any meeting of the Boone County Library Board.

Section 5. The January meeting shall be the Annual Meeting, at which time the officers shall be elected.

ARTICLE VI – ORDER OF BUSINESS

Section 1. The order of business at the regular meetings of the Boone County Library Board shall be as follows:

- (a) Call to order
- (b) Reading of the Minutes of proceeding meeting
- (c) Budget, financial, and statistical report
- (d) Old business
- (e) New business
- (f) Adjournment

Section 2. If in the judgment of the Chairman, circumstances should make it desirable to deviate from the prescribed order of business at any meeting, he/she may so announce and proceed accordingly, unless objection is voiced. Should objection be voiced, the proposed deviation shall be subjected to majority vote.

ARTICLE VII – COMMITTEES

Section 1. There shall be no standing committees.

Section 2. The Boone County Library Board may establish such ad hoc committees as it deems advisable and assign to each such committee specific duties or functions. The Chairman shall designate the members and name of the Chairman of any ad hoc committee established.

ARTICLE VIII – AMENDMENTS TO BY-LAWS

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a two thirds affirmative vote of the Board members present at any regular meeting, if the proposed By-Laws are actually stated in the call notice for the meeting.

The undersigned officers of the Boone County Library Board do hereby certify the above and foregoing By-Laws were duly amended by the Boone County Library Board on the 22nd day of March 2018.

Carolyn Wohl
Chairman

Angela Schenberger
Secretary

Copy: Boone County Library Board Members
Boone County Judge
Boone County Clerk
Arkansas State Librarian