

By-laws of the Arvin A. Brown Public Library

(Revised August 2009)

ARTICLE 1: NAME

The organization shall be known as the Board of Trustees of the Arvin A. Brown Public Library.

ARTICLE II: TRUSTEES

SECTION I

The Board of Trustees shall govern the affairs of the Library, formulating policies and an annual budget, hiring the library director, and securing adequate funding for library services.

SECTION II

There shall be five (5) trustees, one to be elected at the Town Meeting each year to serve for a term of five (5) years. The maximum number of consecutive terms shall normally not exceed two (2). Consideration for further terms shall be at the discretion of the remaining members of the Board.

SECTION III

The Library Board of Trustees shall submit a nomination to the Board of Selectpersons each year for inclusion in the warning for Town Meeting.

Appointments to the Library Board of Trustees shall be subject to the discretion of the Town Board of Selectpersons.

SECTION IV

Vacancies during the elected term shall be filled by appointment by the Board of Selectpersons on recommendations by the Board of Trustees. Such appointments shall be for the balance of the term.

SECTION V

Absences from four (4) or more consecutive meetings in a given fiscal year without due cause shall call for the resignation of the Trustee.

SECTION VI

A majority of the total number of Trustees shall constitute a quorum.

ARTICLE III: OFFICERS

SECTION I

Officers acting as Chairperson, Secretary and Treasurer shall be elected at each annual board meeting and shall hold office until a successor is chosen.

The Chairperson and Secretary must be members of the Board of Trustees.

SECTION II

Duties of the officers shall be as follows:

The Chairperson shall preside at meetings and shall have the authority to appoint non-elective committees and serve as liaison with town Selectpersons and other related town organizations.

Minutes shall be taken at each Trustee meeting and other meetings of subcommittees, and each Trustee shall be provided with a copy of the minutes prior to next scheduled meeting. *(Note: The Open Meeting Law requires minutes to include the result of all votes, all motions (including those that fail), and the names of all persons participating in the meeting. Minutes must be available for review and copying within five days of the meeting, even if the board has not approved them.)*

The Secretary shall handle all correspondence and related matters.

The Treasurer shall sign all checks, review the financial statements prior to the monthly Board meeting, make recommendations regarding changes to financial policies, consult with the director regarding the role of the bookkeeper, and chair the finance committee if established. The Treasurer shall oversee the preparation of a financial report to be submitted to the Board of Selectpersons for inclusion in the Town Report on Town Meeting Day.

The fiscal year shall be from January 1 through December 31.

ARTICLE IV: MEETINGS

SECTION I

The annual meeting shall be in March and shall precede the regular meeting.

SECTION II

Regular meetings of the Board shall be held at the discretion of the Board to supervise the operation of the Library. An agenda shall be developed by the Board Chair and the Library Director and shall be provided to each Trustee prior to the regular meeting. *(Note: The Open Meeting Law requires the board to adopt a resolution specifying its regular meeting schedule in this instance, and provide an agenda on request, to qualify for this privilege.)*

SECTION III

Special meetings may be called by the chairperson when necessary. *(Note: The Open Meeting Law specifies that any special meetings require a minimum of three public postings of the notice (one at the Town Clerk's office), as well as notice to each member of the board at least 24 hours before the meeting is to begin. The agenda must be made available, and notice to local news media and any other media that has specifically requested notice. All meetings of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.)*

SECTION IV

At the October meeting, the Librarian shall present a proposed budget. On approval of the budget, the Chair and Library Director shall submit a request for appropriations to the Board of Selectpersons. The request shall be timed to coincide with the preparation of the town budget for submission on Town Meeting Day.

SECTION V

The Board shall meet in Executive session as necessary for the purpose of: appointments, employment and salaries, reprimand or dismissal of an employee, discussion of litigation and real property.

ARTICLE V: COMMITTEES

Committees may be established by the Board of Trustees as necessary. Such committees may include, but are not limited to:

Finance, fundraising, long-range planning, or other special functions as deemed necessary by the Board.

All committee meetings are subject to the terms of the Open Meeting Law (See Article IV, Section III note)

ARTICLE VI: AMENDMENTS

The bylaws may be revised or repealed at a regular Board meeting by a minimum of two-thirds of the members present. The proposed amendments shall be submitted in writing to all Board members at least fourteen (14) days prior to the meeting.

REWRITTEN, SIGNED AND APPROVED: *September 16, 2009*

_____ Jeanne Backhaus, Chair

_____ Jerrie Barkley, Secretary

_____ Patricia Lambert, Treasurer

_____ Annette Goyne
