

## Davies Memorial Library By-Laws

### DRAFT

The Trustees shall be the policy-making body of the library. They will hire a competent Library Director, determine salaries, and obtain the necessary funds for library operation. They will participate with the Library Director in long-range planning to meet the needs of the community. The Trustees shall have the power to choose committees for special purposes at any time.

There shall be a Nominating Committee consisting of two members from the Board of Trustees who shall present candidates to replace the outgoing members of the board.

There shall be a Committee on Book Selection that shall assist the Library Director in reviewing and selecting library materials.

The Library Director will be responsible for the daily operation of the library, hiring and supervision of other staff, the preparation of the budget and operating within the constraints of the budget.

The Board of Trustees shall consist of SEVEN (7) members, each serving for three years, the terms of two (and in one year, three) expiring annually with his/her successors to be elected annually at the Town Meeting. In the case of resignation or death of a trustee, the Selectboard, (in consultation with the nominating committee) will appoint a new member to serve until the next town meeting when a new trustee will be elected to fill out the term of office.

The officers of the board shall be a Chairperson and Vice Chair; a Treasurer, and a Secretary. The officers shall be elected at the first regular meeting after Town Meeting.

- The Chairperson shall convene regularly-scheduled Board of Trustees meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-Chair, Treasurer, Secretary.
- The Chairperson shall be among the officers who shall sign checks or drafts of the Davies Memorial Library.
- The Treasurer shall, in consultation with the bookkeeper, have the care and custody of all monies belonging to the Davies Memorial Library and shall be held responsible for such monies or securities.
- The Treasurer will be one of the officers who shall sign checks or drafts of the Davies Memorial Library.
- The Treasurer, in consultation with the bookkeeper, shall provide a written account of the finances of the Davies Memorial Library and this report shall be physically affixed to the minutes of each Board of Trustees meeting.
- The Treasurer, in consultation with the bookkeeper, shall present the financial books and records to the town for auditing purposes.
- The Secretary shall keep the written minutes and records of the organization.
- The Secretary shall give and serve all notices to the members of the Library Board of Trustees.
- The Secretary shall attend to all correspondence of the organization.

The fiscal year shall be January 1 through December 31.

Approved expenses incurred by the Library Director and/or Trustees for meetings and travel on library business will be reimbursed upon submission of a valid request/voucher.

Regular Board meetings will be held monthly, usually the third (3<sup>rd</sup>) Wednesday of the month at 6:30 pm at the Davies Memorial Library. The Library Director will attend all board meetings. In conformance with the Vermont Open Meeting Law, media will be notified in advance of the date and time of the meeting.

Special meetings called by the chairperson or any two members of the Board may be held at any time upon one full day's personal notice to each Trustee. Under the Open Meeting Law, the media must be notified of special meetings 24 hours prior to the meeting. In the case of an emergency meeting, it is not necessary that 24 hours' notice be given; however, some public notice must be provided.

All action items will be voted on at regularly-warned meetings. If any board member requests, a paper ballot shall be cast.

Parliamentary authority: Roberts' Rules of Order shall serve as parliamentary procedure whenever a motion is made and needs to be approved and adopted.

A quorum at any meeting shall consist of a majority of the seated board.

#### POLICY AMENDMENTS AND REVIEW

Amendments to these policies and by-laws may be proposed at any meeting, made known to any member not present and voted on by a majority at the next meeting.

Library policies and Trustee By-Laws will be reviewed annually and renewed every five (5) years.

These By-Laws were approved at a meeting of the Board of Trustees of Davies Memorial Library on \_\_\_\_\_, 2019 and take effect at the next Board Meeting.