

## **Alice M. Ward Memorial Library**

27 Park St., PO Box 134

Canaan VT 05903

(802)266-7135

### **Alice M. Ward Memorial Library Trustee Bylaws**

#### **Election of Members of the Board of Trustees**

The Board of Trustees of the Alice M. Ward Memorial Library shall consist of five to seven members, each serving for one to three years; the successor being elected after Town Meeting. Vacancies on the board will be filled through recommendation by the trustees and appointment by the Selectboard, the appointment effective until the next Town Meeting, when a Trustee shall be elected to complete the unexpired term.

#### **Board Meetings**

Board meetings will be held at least 9 times per year on a regular date determined by the Trustees. Meetings may be cancelled or postponed at the discretion of the Board. Meetings will be warned in conformance with Vermont Open Meeting Law.

#### **Special Meetings**

Special meetings, called by the chair or any two board members, may be held at any time with one full day's personal notice to each Trustee. Notice must also be given to the public through media and by posting a notice on the library door 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.

#### **Quorum of Board Members at Meetings**

A quorum at any meeting shall consist of at least one more than half the number of Trustees.

#### **Election of Officers**

The officers of the Board shall be a chairperson, vice chairperson, and secretary. The officers shall be elected annually at the first regular meeting after Town Meeting.

#### **Compensation**

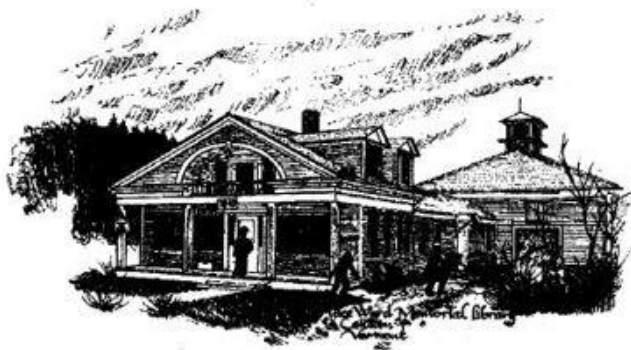
Trustees shall serve without compensation but may be reimbursed for their actual necessary expenses incurred in their performance of library business.

#### **Workshops and Conferences**

Trustees who attend workshops, conferences, meetings of the Vermont Library Trustees Association, and other continuing education sessions shall be reimbursed for mileage and expenses for lodging and meals.

#### **Absence of Librarian**

When the Librarian is absent or plans to be for any length of time, the Trustees may delegate a staff member to fill in.



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### Responsibilities

Trustees shall have full responsibility for the following:

- Hiring of Librarian;
- Determine the salary of the Librarian;
- Evaluating the Librarian;
- Adopting written policies to govern the operation of the library;
- Overseeing the implementation of library policies;
- Preparing the budget with the assistance of the Librarian, presenting it to the voters at Town Meeting, and ensuring that library expenses do not exceed it;
- Planning for the growth and improvement of the library and its services to meet community needs;
- Maintaining an awareness of library matters.
- Review bylaws at least every two years and revise as necessary.

The Librarian will be responsible for the daily operation of the library, aiding with the preparation of the budget, and operation within the constraints of the budget.

### Duties of Trustees

**Chairperson:** The Chairperson shall conduct Board meetings in accordance with Vermont Open Meeting Law. He/she shall develop, with the Librarian, a written agenda for Board meetings to be distributed, with supporting information as needed, to each Board member prior to the meeting. He/she shall have the authority to make emergency decisions when time does not permit such decisions to be made with discussion with at least two Board members.

**Vice Chairperson:** The Vice Chairperson, in the event of absence, disability, or death of the Chairperson, shall possess all the powers and perform all the duties of the office of Chairperson until the Chairperson is able to return to the position or the Board elects one of its members to fill the vacancy. The Vice Chairperson shall perform such duties as the Chairperson and the Board may designate.

**Secretary:** The Secretary shall keep minutes of all meetings of the Board. He/she shall maintain a record of minutes and shall ensure a copy is provided to the Librarian to be posted on the Library website within five days of each Board meeting.

Trustees' Approval of Bylaws of Alice M. Ward Memorial Library:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Adopted \_\_\_\_\_, 20\_\_\_\_