

Tunbridge Public Library Bylaws

Original document: Undated “draft” of bylaws
Edits suggested and approved by 2021 trustees

Library Mission Statement: The Tunbridge Public Library strives to be a site of enrichment, discovery, and fun for the surrounding community. The library seeks to provide barrier-free access to the community.

The trustees and the librarian shall abide by the following:

I. Purpose of the Board

- A.*** To help generate interest in and support for the Tunbridge Public Library
- B.*** To review and develop written policies to govern the library and its procedures
- C.*** To ensure the library is properly staffed
- D.*** To approve an annual budget and present it to the Town

II. Board Membership

- A.*** The Board of Trustees shall consist of five (5) people.
- B.*** Trustees shall be elected by the Town at the Annual Meeting. Trustees shall be elected to three-year terms on a staggered schedule.
- C.*** Trustees shall be residents of Tunbridge. Non-residents with significant community ties may be considered by exception.
- D.*** Trustees shall serve without compensation but may be reimbursed for actual and necessary expenses incurred in performance of Library business as determined by the Board of Trustees.
- E.*** Trustees may not serve more than two (2) consecutive full terms.
- F.*** In the event a trustee cannot serve out a full term, a replacement shall be appointed by the selectboard to serve until the next town meeting at which time the Town will elect a member to complete the unexpired term. Trustees are encouraged to seek and recommend appropriate candidates.

III. Terms and Duties of the Officers

- A.*** The Board shall elect each year, for a term of one year, a chairperson, a secretary, and a treasurer.
- B.*** A simple majority will carry the election. Election of officials will be held at the first meeting after Town meeting.
- C.*** Duties of the officer positions are described below, but the trustees can agree to re-assign some elements based on agreement of a simple majority
 - 1.*** The duties of the chairperson are to:
 - a)*** Prepare meeting agendas
 - b)*** Preside over all meetings
 - c)*** Represent the Board as necessary
 - 2.*** The duties of the secretary are to:
 - a)*** Post notices of meetings
 - b)*** Record the minutes of each meeting and maintain a permanent record, including posting minutes on the library website

- c) Handle any correspondence
- 3. The duties of the Treasurer are to:
 - a) Work together with the Treasurer of Tunbridge to : maintain a record of transactions for Library funds, ensure accuracy of book keeping to be reported on warrant for approval of expenditures.
 - b) Provide a monthly written report to the board including donations and expenses for the current FY year.
 - c) Work with the Library Director and the Board to develop and maintain an annual and long-term budget

IV. Meetings

- A. The Board shall meet at least once per quarter. The library director shall be in attendance but is not a voting member.
- B. Meetings will be held at the library unless notice is otherwise given.
- C. Special Meetings may be called by any member of the Board. Board members should refer to VT Open Meeting Law for guidelines on giving notice.
- D. Meetings of the Board are subject to the Vermont Open Meeting Law [V SA Title 1, Section 3, et.seq. (1980)]. Open Meeting Law: [Open Meetings \(vermont.gov\)](http://www.vermont.gov/openmeetings)
- E. Trustee meetings adhere to the following basic principles of parliamentary procedure:
 - 1. Take up business one item at a time.
 - 2. Promote courtesy, justice, impartiality, and equality.
 - 3. The majority rules, but the rights of individual, minority, and absent members are protected.
- F. Decisions that are made in a meeting must be made in the form of a motion, a second, and passed by simple majority vote.

V. Quorum

- A. Three trustees constitute a quorum.

VI. Committees

- A. Committees will be appointed as needed and should be provided with a clear directive and projected timeline for their work.
- B. A committee shall consist of at least one(1) Board member and may include persons not on the Board of Trustees.
- C. A committee may only study and advise. Any action will be taken by the entire Board.
- D. A committee may be dissolved by a vote of the Board.

VII. Duties and Responsibilities of the Board of Trustees

- A. General
 - 1. To appoint a Library Director and annually evaluate his/her performance based on job description or other agreed-upon metrics before the Town Meeting and election of new trustees
 - 2. To work with the Library Director to develop, periodically review, and update a strategic plan with objectives, measures to achieve those objectives, and targets.
 - 3. To approve and submit a report for inclusion in the Town Report.
 - 4. Each Trustee is expected to attend at least one (1) continuing education session in or outside the library during every three-year term.
 - 5. To ensure proper maintenance and care for the interior of the library building and refer issues relating to the exterior and grounds to the Town.
- B. Budgetary and Financial
 - 1. To submit each fall a final funding request to the Selectboard in time to be included in the Selectboard's budget printed in the Town Report.

2. To review financial reports.
 3. To ensure timely, transparent, and responsible management and disbursement of library funds, including the approval of staff timesheets
- C. The acceptance or refusal on behalf of the library of any transfer of property or service, contribution, or bequest

VIII. Membership in State and National Organizations

- A. At the beginning of a trustee's term of service they should review VT Dept of Libraries guidance for library trustees ([Library Trustees and Friends Organizations | Department of Libraries \(vermont.gov\)](#)), including training materials and relevant laws.

IX. Amendments

- A. By-laws may be amended by a quorum of the Board. Amendments should be submitted in writing to be voted upon at the following meeting.

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