

# BURNHAM MEMORIAL LIBRARY

## BOARD OF TRUSTEES

### BYLAWS

#### **PURPOSE OF THE BOARD**

The Board of Trustees shall make bylaws; elect officers; establish library policy; and receive, control, and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the Library. The authority of the Board of Trustees is subject to the Town Charter and must conform to Selectboard policies and directives, as well as policies and procedures of the Town Manager and Town Department Heads. The Board of Trustees shall assist the Town Manager in hiring a Director for the efficient administration and conduct of the Library, and such Library Director shall be a Town employee.

#### **MEMBERSHIP ON THE BOARD**

The Board of Trustees ("Board") shall consist of five members, each serving for five years; the term of one expiring annually with their successor to be elected annually at Town Meeting Day. A non-voting student member may be appointed for one year to the board by the Selectboard. In case of resignation or death of a trustee, the vacancy will be announced. Interested persons will be interviewed by the Board, and a recommendation made to the Selectboard for appointment. The appointee will serve until the next Town Meeting at which time the position will be on the ballot for the remainder of that term of office.

#### **OFFICERS**

The officers of the Board of Trustees shall be: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Officers will be elected at the first Board meeting following Town Meeting; with each member having one vote; elected for a term of one year with the possibility of re-election.

Duties include the following:

##### **Chairperson**

- Prepares agenda for meetings in conjunction with the Library Director
- Responsible for posting of agenda in accordance with Open Meeting Laws
- Presides at meetings
- Maintains regular contact with the Library Director between regular meetings
- Responsible for providing necessary information to make decisions affecting the library
- Liaison between the Library, the Town Manager and Selectboard
- Provides input to the Town Manager regarding the Library Director's performance-

##### **Vice-Chairperson**

- Assumes duties of chairperson in the event of their absence
- Liaison between the Library and the Friends of the Burnham Library

## **Secretary**

- Will be the recorder for all meetings
- Produces minutes in accordance with Open Meeting Law
- Ensures minutes are on file for public use

## **Treasurer**

- Tracks accounts for trust funds and other monies acquired through donations, sales, etc.; prepares a report of accounts to be presented at meetings; makes and/or solicits recommendations regarding investment/use of these funds which are maintained by the Town Treasurer and subject to Town Policies-

## **MEETINGS**

The Board will meet monthly on the third Thursday of each month, unless otherwise noted at a previous meeting.

All meetings will be run by parliamentary procedure as stated in Robert's Rules of Order.

If a meeting is to be cancelled, the Chairperson will contact the Board members and the Library Director.

Meetings are open to the public.

The Board may meet in executive session for matters of personnel and/or legal issues.

Special meetings may be called by a Board member or at the request of the Library Director. The Chairperson will notify Board members of the time, place, and purpose of the meeting.

All meetings will be warned in accordance with the Vermont Open Meetings Law, which allows emergency meetings without warning.

A quorum is present when a majority of Board members are in attendance. Policy-making decisions and personnel recommendations should not be made without the full Board in attendance.

## **ORDER OF BUSINESS**

1. Call to order
2. Review/amend agenda
3. Public Comment
4. Reading/approval of minutes
5. Treasurer's report
6. Library Director's report
7. Reports from committees
8. Reports from other Board members
9. Old business
10. New business
11. Schedule of meetings
12. Adjournment

## **COMMITTEES**

The following committees will be formed:

- Personnel (which shall address only the Library Director's performance)
- Technology
- Long Range Planning (as needed)
- Facilities (as needed)

Other committees may be formed as projects arise.

## **GENERAL DUTIES / RESPONSIBILITIES – TRUSTEE AND LIBRARY DIRECTOR**

### General Administrative

*Trustee:* Participate in interviews for Library Director with Town representatives; assist the Town Manager in maintaining an ongoing performance appraisal process for the Director.

*Library Director:* Administer daily operation of the library as a Town Department Head; act as technical advisor to the Board and ensure representation at all Friends' meetings. The Library Director reports to the Town Manager or designee.

### Policy

*Trustee:* Identify and adopt written policies to govern the program of the library, and collection development.

*Library Director:* Apprise Board of need for new policies, as well as policy revision; implement the policies of the library as adopted by the Board; keep Friends apprised of all library policies.

### Planning

*Trustee:* Ensure that the library has a long-range planning process with implementation and evaluation components. The process should include input from Friends, community, and Staff. Support the Director, Staff, and Friends in carrying out of the library's programs.

*Library Director:* Coordinate and implement long-range planning process with Board, Town Manager, Friends, Staff, and community. Long-range plan coordination will include preparation of appropriate status reports.

### Marketing/Public Relations

*Trustee:* Ensure that the library has an active marketing program; promote library services and programs to the public.

*Library Director:* Coordinate and implement an ongoing marketing program.

### Fiscal

*Trustee:* Advocate for adequate funds to carry out the library's programs; attend Selectboard meetings periodically and ensure representation at all budget hearing meetings.

*Library Director:* Prepare an annual budget for the library in consultation with the Trustees for the consideration of the Town Manager; present current report of expenditures against the budget at each Board meeting; make the Friends aware of the special financial needs of the library.

#### Legislative

*Trustee:* Be familiar with local, state, and federal library laws as well as pending library legislation.

*Library Director:* Educate Board and Friends regarding current local, state, and federal library laws and pending library legislation.

#### Meetings

*Trustees:* Attend and participate in all Board meetings and see that accurate records are kept on file at the library; comply with Freedom of Information regulations.

*Library Director:* Provide written reports at and participate in all Board meetings; provide written reports and participate in all Friends' meetings; provide a staff liaison when unable to attend meetings.

#### Networking

*Trustee:* Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. Make use of the Vermont State Library and Vermont Library Association.

*Library Director:* Affiliate with the state and national professional organization and attend professional meetings and workshops; make use of the services and consultants of the Vermont State Library and the Vermont Library Association.

### **BUDGETARY AND FINANCIAL PROCEDURES**

Provide input into the annual budget prepared by the Library Director prior to its presentation to the Town Manager.

Keep updated on the yearly budget/expenditures throughout the fiscal year.

Through the Library Director and in conformance with and subject to Town Policy control and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library.

### **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

The Board will maintain an institutional or group membership in the Vermont Library Association, American Library Association, and United For Libraries.

Trustees are encouraged to take part in the activities and workshops offered by the Vermont Library Association and the Vermont Department of Libraries at least once every 2 years.

### **METHOD OF AMENDING BYLAWS**

Bylaws shall be reviewed annually at the second meeting after Town Meeting Day.

Bylaws may be amended at any regular meeting of the Board provided all Board members are present.

**Adopted: April 19, 2007**

**Revised: April 17, 2014; April 21, 2016; April 20, 2017; April 17, 2018; May 16, 2019; May 21, 2020; July 16, 2020; May 19, 2022; May 18, 2023**

**Signed by all listed below:**

Toni Fortini Josey, Chair

Leora Black, Vice Chair

Carol Anderson, Treasurer

Rebecca Collman McMahon, Secretary

Brent Litterer