

Bylaws of the Haston Library

Purpose of the Board:

The Board of Trustees of the Haston Library, representatives of the community of Franklin, Vermont will be responsible for:

1. Developing policy and procedures governing the operation of the library.
2. Employing the librarian and staff and setting their salaries and wages.
3. Providing for adequate funding annually with input from the librarian.
4. Planning for improvement by assessing community needs and meeting Vermont Minimum Standards for Public Libraries.
5. Act as liaisons to the town government.

Membership of the Board:

The Board will consist of seven trustees elected by town residents to serve a term of three years. Trustees will be elected annually at Town Meeting. In case of any vacancy on the board, the Selectboard will fill such vacancy with recommendation from the Board of Trustees. The Selectboard will then make the appointment until a new election is held. Trustees will be eligible to serve no more than two consecutive three year terms. New trustees will receive a welcome packet, which is put together by the library director, that includes the library policies, by-laws, five year plan, freedom to read statement, library bill of rights, Law of Public Libraries, policy on confidentiality of library records, ALA code of ethics, current trustee list, and manual for Vermont library trustees.

Officers of the Board:

The Board will consist of the following officers: Chair, Vice-Chair, Secretary and Treasurer. The officers will be elected at the March meeting. The duties of each position are as follows:

Chair:

- Conduct Meetings
- Inform trustees of events that occur between meetings
- Organize all materials for distribution at monthly meetings (folders for meetings)
- Prepare written annual report in direct consultation with library director with board approval.
- Act as a liaison between the Board of Trustees and the Town Officials.
Coordinate agenda with the library director

Vice-Chair:

- Conduct meetings in the absence of the chairperson
- Coordinate agenda with the library director **in the absence of the chair.**
- Take notes at meeting in absence of the secretary
In consultation with the library staff, plans and executes with Library Staff an annual recognition event.
- Organize all materials for distribution at monthly meetings in absence of the chair (folders for meetings)

Secretary:

- Takes minutes at all meetings
- Prepares the minutes for posting five days after that meeting
- Responsible for correspondence of the Board.

Treasurer:

- Chairs the budget committee and in that capacity work with Library Director on the annual budget
- Present the budget to the Board of Trustees
- Inform the Board of Trustees of the financial status, funding sources, and financial needs of the library
- Work with Town Treasurer and library director to obtain necessary financial reports

Committees of the Board:

Strategic Planning

- In consultation with the library director, review the three to five year long term strategic plan, hereafter known as the strategic plan
- Present any changes to and concerns for the strategic plan to the Board of Trustees

By-Laws and Policies:

- In consultation with the Library Director, review annually and or update written policies and bylaws for the the operation and services of the library.
- Present new and revised changes to the Board of Trustees

Personnel:

- Will be the main contact for all personnel issues with the Library Director and other staff and will present any such issues to the Board of Trustees.
- Will present the annual evaluation of the Library Director to the Board of Trustees and subsequently to the library director.
- Library director will evaluate the library assistant and present such evaluation for review by the trustees
- Will work with Library Director and staff on professional development.

Fundraising:

- Undertake special fundraising programs and coordinate all other established fundraising activities.

Maintenance:

- In consultation with the Library Director evaluate maintenance needs of the

library building to present to the Board of Trustees and the Select board.

- Follow up with the Select board on status of any projects.

Meetings:

There will be at least six meetings per year to be held on **the second Thursday of each month** and on other days and times at the discretion of the board.

The November meeting will include preparation for the budget and Town meeting. The March meeting will provide orientation for new trustees and elect officers. The April meeting will review by-law and policy changes and adopt them in May.

Notices for each meeting will be sent to all members of the Board not less than five days prior to the meeting. A copy of the previous meeting's minutes and the agenda for the next meeting will be included in the notice. A quorum will consist of four of the seven trustees. Special meetings can be called by the chair or vice chair. All meetings will be warned and open to the public, according to the Vermont Open Meeting Law (1 VSA§ 312-317). The Board may adjourn its regular meeting and go into executive session in the certain limited situations that apply to municipal bodies found in the Vermont Open Meeting Law (1 VSA§ 313. Executive sessions)

When a Board member misses three consecutive meetings, he or she may be asked to meet with the full board to consider continued participation.

Order of Business:

Call to Order

Agenda - Amendments

Record members present, absent and guests

Public Comments

Approval of minutes from last meeting

Financial Report and Approval of Expenditures

Librarian's Report

Correspondence and Communications

Old Business

Committee Updates

New Business

Other

Executive Session

Adjourn

Membership Requirements: The Board of Trustees will belong to the Vermont Library Trustees Association. Each member will be encouraged to attend at least one education session in or

outside the library every two years.

Conflicts of Interest:

Contracting: Any trustee who is an officer, director, stockholder or member of any corporation firm, or association or related to such firm or association with which the Board of Trustees proposes to contract or transact any business, or who has an interest, pecuniary or otherwise, in such contract or transaction shall not participate in the vote to authorize any such contract or transaction, but may participate in the discussion thereof. Any such contract or transaction may be authorized and approved by a majority of the trustees present.

Hiring: The Town of Franklin is an equal opportunity employer and does not discriminate on the basis of sex, age, disability, race, religion, marital status, sexual orientation or political beliefs. All personnel are employed at will. Nothing in this policy will be construed as a contract of employment.

The Town of Franklin does not support nepotism. However, should a relative of any employee or trustee of the Haston Library apply for a position with the library, their application will be considered fairly based upon their individual qualifications with all other applicants. Such employee or trustee of the Haston Library may not participate in any part of the hiring process (application review, interview, hiring, etc.) in order to avoid discriminatory practices from occurring. In the event that a spouse, child or sibling of a board member is hired for a library position, that board member will resign.

ByLaw Amendment:

The bylaws may be amended or changed on an as needed basis with changes requiring a 30 day review and a required annual review at the May meeting. Any changes or amendments will require a two-thirds vote of those present and voting, provided that due notice of the proposed change has been included in the notice, and the board would follow the process set out in 24 VSA §1971 and following.

Adopted September 7, 2017