

## **Bylaws of the Haston Library**

### 1. Purpose of the Board

- A. The Board of Trustees of the Haston Library will be made up of residents of the community of Franklin, Vermont and will be responsible for:
1. Developing policy and procedures governing the operation of the library.
  2. Employing the Library Director and staff and setting their salaries and wages.
  3. Approving monthly warrants and staff timecards.
  4. Providing adequate funding annually with input from the Library Director.
  5. Planning for improvement by assessing community needs and meeting Vermont Minimum Standards for Public Libraries.
  6. Acting as liaisons to the town government.

### 2. Membership of the Board

- A. 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, bylaws, strategic 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.
- B. 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.

### 3. Officers of the Board

- A. 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:

B. Chair

1. Conduct meetings.
2. Inform trustees of events that occur between meetings.
3. Prepare written narrative for the yearly Franklin Town Report, in consultation with the Library Director, for presentation to the Board of Trustees.
4. Act as liaison between the Board of Trustees and the Town Officials.
5. Coordinate agenda with the Library Director.

C. Vice Chair

1. Conduct meetings in the absence of the Chairperson.
2. Coordinate agenda with the Library Director in the absence of the Chair.
3. Take notes at meetings in absence of the Secretary.
4. Plan and execute with library staff an annual recognition event.

D. Secretary

1. Take minutes at all meetings.
2. Prepare the minutes for posting five days after that meeting.
3. Be responsible for correspondence of the Board.

E. Treasurer

1. Chair the Budget Committee, and in that capacity work with the Library Director on the annual budget.
2. Present the budget to the Board of Trustees.
3. Inform the Board of Trustees of the financial status, funding sources, and financial needs of the library.
4. Work with the Town Treasurer and Library Director to obtain necessary financial reports.

4. Committees of the Board

A. Strategic Planning

1. In consultation with the Library Director, review the three- to five-year strategic plan, hereafter known as the strategic plan.
2. Present any changes to and concerns for the strategic plan to the Board of Trustees.

B. Bylaws and Policies

1. In consultation with the Library Director, review annually and update written policies and bylaws for the operation and services of the Library.
2. Present any new and revised changes to the Board of Trustees for adoption.

C. Personnel

1. Be the main contact for all personnel issues with the Library Director and other staff and present any such issues to the Board of Trustees.
2. Present the annual evaluation of the Library Director to the Board of Trustees and subsequently to the Library Director.
3. Review evaluations of the library staff presented by the Library Director.
4. Work with the Library Director and staff on professional development.

D. Budget

1. Prepare, review, and present the annual budget, in consultation with the Library Director and the Town Clerk.

E. Fundraising

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

F. Maintenance

1. In consultation with the Library Director, evaluate maintenance needs of the library building to present to the Board of Trustees and the Selectboard.
2. Follow up with the Selectboard on the status of any projects.

5. Meetings

- A. 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.
- B. 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 June meeting will review bylaw changes to be presented for adoption at the July meeting. Library Policies will be reviewed individually, in accordance with the Policy Review Calendar.
- C. 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 (1VSA§ 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).

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

E. 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

Director's Report

Correspondence and Communications

Old Business

Committee Updates

New Business

Other

Executive Session

Adjourn

6. Conflicts of Interest

A. 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.

B. 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.

## 7. Hiring

A. The Town of Franklin does not discriminate based on race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, marital status, or HIV status. The Town of Franklin shall not interfere with employee's rights protected by the Vermont Municipal Labor Relations Act.

## 8. Bylaw Amendment

A. 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 June meeting. Adoption of 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.