

## Salisbury Library By-laws

Approved 02-08-2022

Amended 05-17-2022

Amended 10-17-2023

### Article I

#### **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

- To act in accordance with the Mission Statement of Salisbury Free Public Library and in compliance with the “Manual for Vermont Library Trustees”, published by the Vermont Department of Libraries.
- To develop and operate under by-laws, which govern the actions of the Board of Trustees and to revise by-laws when appropriate.
- To adopt and uphold written policies for the general operation and maintenance of the Library.
- To keep informed of local, regional, state, and national library development.
- To select a Library Director, determine appropriate salary, provide a written job description, and conduct timely performance evaluations. The Board of Trustees may terminate the appointment in accordance with the personnel policies of the Town of Salisbury.
- In cooperation with the Library Director:
  - To plan for growth and improvement of Library services and work towards adequate financial support of the Library.
  - To develop a yearly budget.
  - To assess community needs and determine the Library’s role in meeting them.
- Trustees shall serve without compensation; but Board of Trustee members may be reimbursed for actual and necessary expenses incurred in performance of Library business.
- Board of Trustee members are expected to attend regular and special Board of Trustee meetings, in person or virtually. Any interested citizen may attend the regular monthly Board of Trustee meetings.

### Article II

#### **MEMBERSHIP ON THE BOARD OF TRUSTEES**

- The Board of Trustees shall consist of at least seven and up to eleven Trustees, including the three officers, and members shall be approved by the Select Board.
- Any Trustee appointed mid-year or to fill a vacancy shall be designated “Trustee at large” until incorporated into the regular rotation beginning in January.
- Trustees need not be residents of the Town of Salisbury.
- Terms of office shall be three years, starting on January 1<sup>st</sup> and ending on December 31<sup>st</sup>, with the possibility of re-appointment.
- Beginning in January 2023, three Trustees shall be approved for three-year terms, two Trustees shall be approved for two-year terms and two Trustees shall be approved for a one-year term. Subsequently all terms upon expiration shall be renewable for three years.
- Approval of new members shall take place in December, or whenever is necessary to fill an uncompleted term.
- Names of new members shall be presented to the Select Board for approval in January, or whenever is necessary to fill an uncompleted term.
- Nomination for the Board of Trustees
  - Each Trustee whose term is expiring is encouraged to suggest possible nominees.

- Vacancies shall be publicly advertised during November. All interested candidates should notify the Trustees by the December meeting.
- Each Trustee shall have one vote and the Board of Trustees' President shall break a tie vote. The Library Director shall attend Board of Trustee meetings and serve as a non-voting member.
- It shall be so noted that when a volunteer, or Trustee, is no longer active in Library activities or is no longer serving as a Trustee, their front door key to the Library building shall be returned in a timely manner to the Library Director.
- A non-voting position of Honorary Trustee may be offered to long-serving, retiring Trustees.

Article III      **OFFICERS**

- Election of officers from the membership of the Board of Trustees shall take place at the January meeting. In the event of a vacancy, the Trustees may elect a new officer to complete the term.
- The Officers shall be President, Vice President, Secretary, and Treasurer.
- Terms of office are one year with the possibility of re-election.

**President**

- Prepares agenda for regular meetings.
- Is responsible for posting agendas in three public places in accordance with Vermont Open Meeting Laws.
- Is responsible for forwarding agendas to the Trustees and Library Director one week before the meeting.
- Presides over meetings.
- Informs Trustees of necessary information pertaining to Library business.
- Submits a year-end report to the Town, to be submitted based on activity for the previous fiscal year.
- Has authority to sign documents on behalf of the Board of Trustees.
- Is a signatory on Library bank and investment accounts and may receive and disburse monies in the absence of the Treasurer.
- Acts as liaison to communicate grounds and building maintenance needs to the appropriate Town contact.

**Vice President**

- Assists President to discharge the above duties as needed.
- Performs duties of the President on a temporary basis in the event of the President's absence or incapacity.

**Secretary**

- Records minutes of all Board of Trustee meetings.
- Maintains a list of Trustee appointments and expiration of terms.
- Keeps the records of the Library at a fixed place to be designated by the Board of Trustees.
- Forwards minutes of previous meeting to Trustees and Library Director, and to Town Clerk for posting, within one week of meeting.
- Conducts general correspondence for the Board.
- In the absence of the Secretary at any meeting, a Secretary pro tem may be chosen.

### **Treasurer**

- Receives and disburses monies and monitors all finances and investments for the Board of Trustees, in accordance with the financial policies approved by the Trustees.
- Maintains accurate records and presents a monthly statement to the Board.
- Records and acknowledges donations and monitors fund-raising endeavors.
- Works with the Library Director and Trustees in preparing projected annual budget for the following fiscal year, to determine the Library's request for an appropriation from the Town. The request to be discussed at the November Board meeting and approved at the December meeting.
- Works with the Library Director and Trustees in preparing a budget for the following fiscal year, to be presented to the Board in May and approved in June.
- Prepares a year-end report for the Town, to be submitted based on activity for the previous fiscal year.
- Completes the financial section of the annual report to the State Dept. of Libraries.

### Article IV      **MEETINGS**

- Meetings shall take place once a month and shall be conducted according to the Vermont Open Meeting Law.
- Notice of meetings shall be posted in three public places according to the Vermont Open Meeting Law.
- The Board must vote to convene an executive session, and to return to a regular session.

### **Special meetings**

- The President shall notify the members if a special meeting is to be called, with details.
- Any member of the Board may call a special meeting.
- The special meeting shall be warned in accordance with the Vermont Open Meeting Law.

### **Quorum**

- A Quorum is present when a majority of members are in attendance; no vote or policy making can take place without a quorum. Actions and decisions must be made by a majority of the Board of Trustees.

### Article V      **COMMITTEES**

- Ad hoc committees may be appointed by the President on an as-needed basis and need not consist of Board members.
- Standing Committees may be appointed by the President with approval by the Board and must include at least one Board member who shall serve as liaison to the Board.

### Article VI      **ORDER OF BUSINESS**

- All meetings shall be run according to Robert's Rules of Order.

Agenda shall be organized as follows.

- Call to order
- Approval of minutes
- Treasurer's report

- Committee reports
- Library Director's report
- Old and new business
- Adjournment

Article VII     **LIBRARY DIRECTOR**

- See separate description of October 24, 2022 for the Library Director position.
- The Library Director shall be subject to the oversight of the Board of Trustees.
- Evaluation – after the first six months and thereafter annually in September, a written evaluation shall be prepared in executive session as a collaborative effort by the Trustees and discussed individually with the Library Director by the President.

Article VIII    **MEMBERSHIP IN STATE AND NATIONAL ORGANIZATIONS**

- Trustees are encouraged to participate in the activities and workshops offered by the Vermont Department of Libraries.
- The Board shall pay annually for membership in the Vermont State Library Association.

Article IX      **FISCAL YEAR**

- The fiscal year shall begin on July 1<sup>st</sup> and end June 30<sup>th</sup>.

Article X       **AMENDMENT**

- The by-laws can be amended at any regular meeting of the Board of Trustees by a majority provided a quorum is present.