

Bylaws of Pomfret Public Library

Mission Statement

Pomfret Public Library enriches community members by providing resources, services, and programs that promote intellectual curiosity and life-long learning.

Organization

The Pomfret Public Library is owned by the Town of Pomfret and is governed by a nine-member Board of Trustees. The Library Director is hired in accordance with policies established by the Board of Trustees.

Composition

The Library Board of Trustees shall be in conformity with, and governed by, the Town of Pomfret. The Board shall consist of nine (9) members all of whom are nominated by the Democratic and Republican Town Committees; two candidates from each party on the ballot. The three elected Trustees are those with the most votes elected by the citizens of the Town at a general town election. There are 3 new Trustees elected every two years serving terms of six (6) years each. There are no term limits. When Trustees cannot fulfill their 6-year terms, they must send a resignation letter to the First Selectman with a copy to the Chair of the Library Board. The Selectmen, with the advice of the Library Board of Trustees, will appoint a new Trustee to serve in office until the next election. The remainder of the term will be put on the slate at that election.

Officers

There shall be four (4) officers of the Library Board of Trustees, namely: a Chairman, a Vice Chairman, a Secretary, and Treasurer. They shall be elected from among the elected Trustees at the annual meeting of the Board of Trustees in November. Each term of office shall be for one (1) year.

- The **Chairman** of the Board shall preside at all meetings and generally perform the duties of a presiding officer. The Chairman shall serve as an ex-officio voting member of all Board committees. He/she will make library decisions in the absence of the Library Director.
- The **Vice Chairman** of the Board shall perform all the duties of the Chairman in the Chairman's absence, and shall assist the Chairman in the duties of his/her office as requested or directed.
- The **Secretary** of the Board shall keep a true and accurate record of all meetings of the Board. The Secretary shall have custody of the minutes and other records of the Board. A digital copy of the minutes is kept by the library and posted on the town website. It is the responsibility of the secretary to distribute minutes of meetings in a timely manner to all Trustees and to the Library Director. The secretary shall send all Board meeting dates and copies of minutes to the Pomfret Town Hall.
- The **Treasurer** is responsible for reviewing the monthly budget statements from the Town Clerk and the annual report from The Eastern CT Community Foundation. The Treasurer is the chair of the Library Finance Committee and is responsible for the preparation and submission of the annual budget request to the Board of Selectmen of the Town.

A vacancy in any office arising from any cause may be filled for the unexpired portion of the term from among the remaining Trustees. The Chairman shall seek a volunteer replacement and, in the absence of a volunteer, shall appoint a replacement, which shall become effective upon a majority vote of the Board.

Meetings

There will be six scheduled meetings per year that all members are expected to attend. The dates for those meetings will be scheduled for the coming year at the annual meeting.

Special Board meetings may be called by the Chairman or Secretary of the Board at other times in the year. Meetings must be posted at least twenty-four hours in advance of the meeting on the Town of Pomfret Web site and at the Town Hall.

Duties/Responsibilities of the Board are:

- To attend Board meetings.
- To establish policies, rules and regulations for the proper operation and management of the library.
- To review and edit the library policies every two years. Amendments and changes, when necessary, will be by majority Board vote. Each Trustee will be given a policy manual upon election and reissued a revision every two years. Copies will be given to the librarian, The First Selectman and other employees.
- To interview and recommend to the Board of Selectmen a Library Director, whose duties are described in the personnel section of the Policy Manual.
- To review, revise, approve a proposed budget to be submitted to the Board of Selectmen each year.
- To review and accept a budget report of the library with the Treasurer at each scheduled library meeting.
- To serve on Board committees each year to be determined at the annual meeting.
- To keep informed of current developments and trends in the library field in order that the Board may plan for the best possible services.

Conflict of Interest

Trustees may not use their position to obtain financial or other gain for their private benefit, their family's or that of any organization with which they are associated. Trustees must recuse themselves from any vote that would present a conflict of interest.

Board Committees

The purpose of establishing Board committees is to share responsibilities of the operation of the library. These committees may be formed or dissolved by a majority vote of the board as needed. The committees may include:

- **Long Range Planning Committee** to look at future financial, physical needs and create an outline for the future of the library
- **Buildings and Grounds Committee** to be responsible for the maintenance and upkeep of the building. They will obtain bids for any related work over an amount agreed upon by the Trustees and present them to the Board of Trustees for review and approval.
- **Finance Committee** to consist of the Chair and Treasurer, and at least one other member of the Board appointed by the Chair. The Librarian will act as a consultant on budget issues as needed. Responsibilities are:
 - to prepare a budget to submit to the Board of Trustees for approval. The approved budget will be submitted to the Board of Selectmen, with all necessary documentation, in time to be considered as a part of the general government budget for the upcoming year.

- to defend the budget at the Finance Committee and general budget hearings for the Town.
- **Personnel Committee**
 - The Personnel Committee is responsible for assessing the performance of the Library Director on a bi-annual basis.
 - A member of the Personnel Committee will assist with interviewing other library staff.