

Draft 6/08, with revisions 08/08, 11/08.

Bylaws of Pomfret Public Library

Statement of Purpose

Access to information is a cornerstone of democracy. Moreover, enjoyment of contemporary and classic books, audiovisual items, and other library materials is a worthwhile way to spend leisure time. In fulfilling its role as the primary resource for knowledge, reading, research, and popular media in print, non-print, and electronic formats, the Pomfret Public Library serves as the knowledge source for its community. To accomplish its mission, the library will employ trained staff and offer a wide variety of materials, equipment, services, and programs to support a lifetime of reading, listening, viewing, and learning.

Organization

The Pomfret Public Library is owned by the Town of Pomfret.

A nine member Board of trustees

The Library Director 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 Democrat 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 1st 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 complete the term in office.

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. 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 copy of these minutes should be kept in the library office. It is the responsibility of the secretary to distribute minutes of meetings in a timely manner to all Trustees and 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. Processing of all bills will be done by the Treasurer. He/she accepts all donations made to the library and oversees the use and management of bequests. The Treasurer is the chair of the Library Budget Committee and responsible for the preparation and submission of the annual budget request to the Board of Select men 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 a year that all members are expected to attend. The dates for those meeting will be scheduled for the coming year at the annual meeting.

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Special Board meetings may be called by the Chairman or Secretary of the Board at other times in the year.

Duties/Responsibilities of the Board

- 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 a majority Board vote. Each Trustee will be given a policy manual upon election and reissued a revision every 2 years. Other copies will be given to the librarian and other employees.
- To employ a head librarian, who shall act as advisor to the Board on policies and shall serve as its chief executive as described in the personnel section of the Policy Manual.
- To employ all other employees with input from the Library Director.
- To determine salaries, with input of the Library Director, for Library employees.
- To review, revise, approve and adopt a budget each year.
- To present such budget with appropriate statements of need to the Pomfret Selectmen.
- To review and accept a budget report of the library with the Treasurer at each scheduled library meeting.
- To serve on 2 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 they may plan for the best possible services.

Conflict of Interest

No trustee may use his or her position as trustee to obtain financial or other gain for the private benefit of the Trustee, the Trustee's family or any organization with which the Trustee is associated.

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 at the annual meeting. The current committees are:

- 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 and obtain bids for any related work over an amount agreed upon by the Trustees . They will select outside vendors for the Board of Trustees approval.
- Programs and Publicity Committee to work with the Librarian to identify, select ongoing and one time program offerings. They will oversee and provide staffing for these events.
- Finance Committee to consist of the Chair and Treasurer of the Board, 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 draw up a budget to submit for approval by the Board to the Selectmen. Present the budget as approved, with all documentation necessary to of the Town in time to be considered as a part of the general government budget for the upcoming year, and to defend the budget at the Finance Committee and general budget hearing for the Town.