

BYLAWS FOR THE WESTFORD PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE 1: PURPOSE OF THE BOARD

The Board of Trustees shall:

1. Select a Library Director who meets the established qualifications.
2. Adopt and revise written policies to guide the operation of the library.
3. Develop, review and follow by-laws which govern the actions of the Board.
4. With the Library Director, develop an annual budget and present it to the town Selectboard for inclusion in the town's annual budget.
5. Help the Library Director in assessing community needs and in determining the library's role in meeting them.
6. Plan for growth and improvement of library service.
7. Keep informed of and active in local, regional, state, and national library development.
8. Evaluate the Library Director's performance according to the personnel policy.
9. Maintain library building and property.

ARTICLE 2: MEMBERSHIP ON THE BOARD

Section 1: Number

There shall be five members on the Board.

Section 2: Election

Trustees are elected by Australian ballot at the annual town meeting.

Section 3: Terms

Trustees are elected for staggered terms and will serve a term of five years.

Section 4: Resignation

Any member of the Board of Trustees may resign by written notice filed with the chairperson and the Selectboard.

Section 5: Vacancy on the Board of Trustees

A vacancy shall be filled by the town Selectboard until a successor is elected at the next town meeting for the remainder of the original term. The Board of Trustees will recommend a candidate to the Selectboard.

ARTICLE 3: OFFICERS

Section 1: Chairperson

1. Prepares the agenda for the Board meetings with the help of the Library Director and Trustees.
2. Presides at meetings of the Board.
3. Maintains regular contact with the Library Director.
4. Works to resolve any concerns or problems presented by the Library Director, staff, or volunteers.
5. Acts as a liaison between the Board of Trustees and the Selectboard.

6. Prepares the annual report for inclusion in the Town Report.

Section 2: Secretary

1. Takes minutes at Board meetings.
2. Draft minutes are made available within five days of the meeting.
3. Coordinates with the Library Director to publicly post meeting minutes.
4. Coordinates correspondence related to Trustee business and activities.

Section 3: Treasurer

1. Authorizes payment of library expenses as processed by the Library Director, and forwards approved bills to town treasurer for payment.
2. Maintains records for Trustees' account, recording all receipts and expenditures. Submits funds for deposit and invoices for disbursements from Trustees' account to town treasurer.
3. Receives donations on behalf of the library. Donations are then given to the town treasurer to deposit.
4. In concert with the Library Director, monitors library accounting records provided by the town's bookkeeping services to ensure accuracy.
5. Prepares annual budget with the help of the Library Director and the Board for consideration in October/November.
6. With chair or designee presents budget to Selectboard.

ARTICLE 4: MEETINGS

Section 1: Regular Meetings

1. Meetings are held at the library on the second Wednesday of the month, from 7:00 - 9:00 P.M.
2. If a meeting is to be canceled, the Library Director and chairperson will contact the other Board members.
3. Prior to each regularly scheduled meeting, an agenda will be sent to each Board member.
4. All meetings of the Board shall be subject to Vermont's Open Meeting Law. All meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings, except in the case of an emergency, will be posted in the Town Office, in the library, and on the library's website.
5. Minutes will be made available in accordance with the Vermont Open Meeting Law, as referenced above.

Section 2: Special Meetings

1. If a special meeting is to be called, the chairperson will notify Board members as to the time and purpose of the meeting.
2. Any member of the Board may call a special meeting.
3. All meetings of the Board shall be subject to Vermont's Open Meeting Law. All meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings, except in the case of an emergency, will be publicly posted.

ARTICLE 5: QUORUM

A quorum is present when three board members are in attendance. No policy decisions may be made without a quorum present.

ARTICLE 6: ORDER OF BUSINESS

Section 1: Decision Making

All decisions will be made on a simple majority basis.

Section 2: Agenda

The agenda for meetings will include the following:

- Call to Order
- Approve-Previous Meeting Minutes
- Public Comment
- Librarian's Report
- Treasurer's Report
- Old Business
- New Business
- Adjourn

ARTICLE 7: GENERAL DUTIES OF TRUSTEES AND LIBRARY DIRECTOR

Section 1: Trustees

1. Create bylaws.
2. Set library policy.
3. Hire, coach and evaluate the library director.
4. Manage finances.
5. Actively advocate for the library within the community.
6. Hire and manage independent service providers.
7. Develop and support fundraising activities.
8. Provide stewardship of our town owned library building.

Section 2: Library Director

1. Build & maintain the library's collection of diverse materials.
2. Operate the library in accordance with current policies and procedures.
3. Help the Board of Trustees prepare annual budget for submission to the Selectboard and work within the approved budget.
4. Record all expenses and incoming monies on accounting system and forward to the library treasurer for approval.
5. Be welcoming and helpful to all patrons and assist in their needs, both in-person and online.
6. Develop and implement programs for patrons of all ages throughout the year.
7. Attend meetings, workshops, or programs that will benefit the library according to budget and Board approval.
8. Promote use of the library in the community with the help of the Trustees.
9. Promote a library environment that is safe, comfortable, and welcoming to all.
10. Work with the Board of Trustees on policies and the Long Range Plan.
11. Recruit, supervise, and train library staff and volunteers.
12. Keep the Board informed about library activities and developments.

ARTICLE 8: BUDGETARY AND FINANCIAL PROCEDURES

Section 1: Source of Funds

1. The general operating expenses of the library are funded by town appropriation.
2. The library receives donations which are then given to the town bookkeeper for deposit. The Trustees may also sponsor fundraising events from time to time.
3. Grants are sought to provide additional funding for special programs or one-time projects.

Section 2: Budget Process

1. In September-October, Trustees and Library Director set budget goals for the upcoming July-June fiscal year.

2. Treasurer develops annual operating budget draft for Board consideration in October and approval in November, or whatever dates may be required by the Selectboard.
3. Treasurer and chair or designee present budget to Selectboard, typically in November.
4. As part of the annual budgeting process, Library Trustees will Collaborate with Selectboard in executive session on matters related to staff compensation and benefits.
5. Library operating expenses are included in the town budget, which is subject to voter approval.
6. Town budget is voted on at town meeting in March.
7. Each year, the Library Director sets up an accounting mechanism to manage expenses within budgeted expenses.
8. Major expenditures of \$5,000 or greater are included in the town's capital budget. The Treasurer and Library Director work with the Town Administrator and Town Treasurer to ensure that all necessary library items are included.

Section 3: Fiscal Responsibilities

1. The Library Director is responsible for operating the library within the bounds of the approved budget.
2. The Library Director and the town Treasurer both maintain records of income and expenses.
3. The town Treasurer pays bills.
4. The Library Director and Library Treasurer will submit bills to the town Treasurer in a timely fashion.
5. At each board meeting, the Library Director and Library Treasurer will report on year-to-date results.

ARTICLE 9: REVIEW AND REVISION OF THE BYLAWS

1. The bylaws will be reviewed periodically by the Board of Trustees and the Library Director.
2. The bylaws may be revised at any regular meeting by a majority of the Board members if a quorum of three is present.

This policy was revised and approved by the Board of Trustees of the Westford Public Library in April 2024.

Trustee Chair

Trustee

Trustee

Trustee

Trustee