

BYLAWS FOR THE WESTFORD PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE 1: PURPOSE OF THE BOARD

The Board of Trustees shall:

1. Select a librarian 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 librarian, develop an annual budget and present it to the town Select Board for inclusion in the town's annual budget.
5. Help the librarian 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 librarian'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 Select Board.

Section 5: Vacancy on the Board of Trustees

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

ARTICLE 3: OFFICERS

CHAIRPERSON

1. Prepares the agenda for the Board meetings with the help of the librarian and trustees.
2. Presides at all meetings of the Board.
3. Maintains contact with the librarian.
4. Works to resolve any grievance presented by the librarian.
5. Acts as a liaison between the Library Board and the Select Board.
6. Prepares the annual report for inclusion in the Town Report.

SECRETARY

1. Takes minutes at all Board meetings.
2. Unofficial minutes are made available within five days of the meeting.
3. Coordinates with the librarian to maintain official notes.
4. Handles appropriate correspondence.

TREASURER

1. Authorizes payment of library expenses as processed by the librarian, 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. Treasurer receives donations on behalf of the library. Donations are then given to the town treasurer to deposit in a checking-savings account.
4. With the librarian, monitors the town treasurer's account statement.
5. Prepares annual budget with the help of the librarian and the Board for consideration in October/November.
6. With chair or designee presents budget to Select Board.

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 librarian 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 Clerk's Office, the Post 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

1. All decisions will be made on a simple majority basis.

Section 2: Agenda

1. The agenda for meetings will follow the format listed below:

Call to order
Secretary's report - Accept previous minutes
Treasurer's report
Librarian's report
Unfinished business
New business
Other business
Adjourn

ARTICLE 7: GENERAL DUTIES OF TRUSTEES AND LIBRARIAN

Section 1: Trustees

1. Create bylaws.
2. Set library policy.
3. Hire and evaluate the librarian.
4. Manage finances.
5. Promote library use.
6. Serve as a link with the community.
7. Hire and manage custodial staff.

Section 2: Librarian

1. Select and weed books and other library materials.
2. Help the public locate items and find answers in the library.
3. Recruit, supervise, hire, and train library staff and volunteers.
4. Evaluate library performance with library Trustees.
5. Develop long range planning with Trustees.
6. Promote inter-library loan.
7. Promote public library use throughout the community.
8. Suggest policy to the Board.
9. Work within a budget prepared with Trustees.
10. Determine procedures for circulation, patron registration, etc.
11. Keep the Board informed about library activities and developments.
12. Keep statistics.
13. Communicate library activities to the town.

ARTICLE 8: BUDGETARY AND FINANCIAL PROCEDURES

Section 1: Source of Funds

1. The general operating costs are line items in the Westford Town Budget.
2. The library treasurer receives donations on behalf of the library. Donations are then given to the town treasurer to deposit.
3. Grants may be sought to supplement the operating budget or provide special programs or other items.

Section 2: Budget Process

1. Trustees and librarian set budget goals for following July-June fiscal year in September-October.

2. Treasurer develops annual budget draft for Board consideration in October and approval in November.
3. Treasurer and chair or designee present budget to Select Board in November.
4. Select Board includes library expenses in town budget. They are presented in the town report that comes out in late January, early February.
5. Town budget approved at town meeting in March.
6. Librarian sets up fiscal year worksheet, using budget approved at town meeting, for the July board meeting.

Section 3: Payment of Expenses

1. The librarian is responsible for spending budgeted money.
2. Library expenses are processed by the librarian and approved by the library treasurer. Librarian's salary and expenses (mileage) are submitted directly by the librarian to the town treasurer.
3. The library treasurer forwards bills to the town treasurer for payment.
4. The librarian and the town treasurer both maintain records of expenses. The librarian records expenses for books, supplies, programs, building, and special categories.
5. The town treasurer pays bills.
6. The library treasurer will submit bills to the town treasurer in a timely fashion.
7. At each board meeting, the treasurer will report on amount spent, balance yet to be spent, and any budget-related issues.

ARTICLE 9: AMENDMENTS

These bylaws may be amended at any regular or special meeting with a quorum by a majority vote.

Review and Revision of the Bylaws

1. The bylaws will be reviewed annually by the Board of Trustees and the librarian.
2. The bylaws may be revised at any regular meeting by a majority of the Board members as long as a quorum of three is present.

This policy was revised and approved by the Board of Trustees of the Westford Public Library in September 2021.

Trustee Chair

Trustee

Trustee

Trustee

Trustee