

BYLAWS

Board Members Elected

The Board of Trustees of the Vernon Free Library shall consist of five members, each serving for five years, the term of one expiring annually, and the successor being elected at Town Meeting. Vacancies on the Board will be filled through an appointment by the Selectmen, the appointment effective until the next Town Meeting, when a Trustee shall be elected to complete the unexpired term.

Board Meetings

Board meetings will be held monthly on a regular date determined by the Trustees. Meetings may be cancelled or postponed at the discretion of the Board.

Special Meetings

Special meetings, called by the chairman or any two board members, may be held at any time with one full day's personal notice to each Trustee. Notice must also be given to the public, through the newspaper or by posting a notice on the library door.

Quorum

A quorum at any meeting shall consist of three Trustees.

Election of Officers

The officers of the Board shall be a chairperson, vice- chairperson, secretary and treasurer. The officers shall be elected annually at the first regular meeting after Town Meeting.

Compensation

Trustees shall serve without compensation, but may be reimbursed for their actual necessary expenses incurred in their performance of library business. Dues to professional organizations will be paid by the library.

Workshops & Conferences

Trustees who attend workshops, conferences, meetings of the Vermont Library Trustees Association and other continuing education sessions at least once every two years shall be paid mileage, lodging and meals.

Absence of Librarian

When the librarian and other staff members are absent, one of the Trustees will assume the operation of the library. The Trustees may delegate a responsible person from the community to fill in, and either will be reimbursed at the lowest hourly rate of any staff member.

Responsibilities

Trustees shall have full responsibility for the following:

- Hiring of library Director;
- Adopting written policies to govern the operation of the library;
- Evaluating the librarian;
- Overseeing the implementation of library policy;
- Preparing the budget with the assistance of the librarian, and presenting it to the voters, and living within it;
- Planning for the growth and improvement of the library and its services;
- Maintaining an awareness of local, regional, state and national library matters, including legislation affecting libraries.

Duties of Trustees

Chairperson: The Chairperson shall conduct board meetings according to recognized parliamentary procedure (Roberts Rules of Order). He/she shall develop, with the librarian, a written agenda for board meetings to be distributed, with supporting information, to each board member prior to the meeting. He/she shall have the authority to make emergency decisions when time does not permit such decisions to be made with discussion with at least two board members.

Vice Chairperson: The Vice Chairperson, in the event of absence, disability or death of the Chairperson, shall possess all the powers and perform all the duties of the office of chairperson until such time as the Board shall elect one of its members to fill the vacancy. The Vice Chairperson shall perform such duties as the Chairperson and the Board may designate.

Secretary: The Secretary shall keep minutes of all meetings of the Board. He/she shall maintain a Book of Minutes and shall provide the Town Clerk with a copy of the minutes within seven days of each Board Meeting. The Secretary shall be responsible for publishing with the local newspaper, the date, place, and time of each Board meeting.

Treasurer: The Treasurer is the official Financial Officer of the Board. He /she shall act as liaison between the Board of Trustees and Town Treasurer. He/she has the authority to sign checks, drafts, etc. He/she shall present financial statements to the Board as needed at regular meetings.

Approval

Revised and Adopted August 12, 2009 by the Trustees of the Vernon Free Library.

Christine Fredericks, Chairperson

Kathleen Halvey, Vice-Chairperson

Sallie J. May, Secretary

Jane Olmstead, Treasurer

Carol Richardson, Trustee