

Ilsley Public Library Board of Trustees

Bylaws

ARTICLE I: PURPOSE OF THE LIBRARY

Section 1. Definition

Ilsley Public Library is a service of the Town of Middlebury operating under the laws of Vermont. (Vermont Statutes Annotated (V.S.A.), Title 22, Chapter 3, Public Libraries) and under the Municipal Charter of the Town of Middlebury (V.S.A., Title 24, Chapter 127, Municipal Charters)

It shall have its principal office and place of business in the Ilsley Library building located at 75 Main Street. It may operate branch libraries at such other locations as the Board of Trustees shall determine.

Section 2. Mission Statement [Adopted January 2016]

Ilsley Library. Discover, Read, Create.

Ilsley Library brings people and ideas together to foster public dialogue, build community, and enrich lives.

Ilsley welcomes all

- Accessible, well-maintained building, adequate parking, and clean, safe bathrooms
- Adaptable spaces for collaborative and solitary enjoyment
- Services for every visitor, regardless of income, race, gender, language, or religion

Ilsley serves as a hub for reading, technology, and community

- Popular and classic materials, public computers, and digital media production tools
- Expert staff who develop inspiring programming and create learning opportunities
- Opportunities to volunteer and participate in a vibrant Friends of Ilsley Library group

Ilsley enriches the lives of children and youth

- Story times, learning activities for children, and vibrant summer programs
- Partnerships with schools and preschools to promote literacy
- Up-to-date access to technology and distinct spaces for tweens and teens

Ilsley enriches the lives of adults, especially seniors

- Collections, services, and spaces that appeal to all adults, especially those 50+
- Technology, community, and continuous learning opportunities
- Partnerships with community agencies to bring programming where patrons are

ARTICLE II: BOARD OF TRUSTEES

Section 1. General Powers

- (a) To be responsible for long-range planning and the establishment of goals and objectives for the library to ensure the library meets the needs of the community.
- (b) To select a library director, determine his/her salary, and evaluate him/her annually.
- (c) To adopt written policies for the general operation and maintenance of the library and review these policies at least every three years.
- (d) To assure adequate funding and maintain financial integrity and present proposed operating and capital budgets for the ensuing year to the town.
- (e) To oversee and manage library endowment funds.
- (f) To review these bylaws at least every three years.
- (g) To become informed on subjects of library issues and management . (Attend workshops and conferences on library and municipal topics)
- (h) To cooperate with other related organizations such as the Friends of Ilsley Public Library, the Vermont Department of Libraries, the Vermont State Advisory Board, the Vermont Library Association , school and college libraries in the region, and public libraries in neighboring towns.
- (i) To record and preserve the proceedings of the board's meetings, decisions, bylaws and policies.
- (j) Report annually to the town on the state of the library.

Section 2. Composition

The board shall consist of five trustees, who shall each serve for three years. In order to preserve the continuity of the board, term expiration will be staggered over a three year period.

Section 3. Tenure

A trustee shall not serve for more than two full three-year terms, but after the lapse of a full year shall be eligible for re-election or appointment.

[ARTICLE II: BOARD OF TRUSTEES] Section 4. Removal from Office

A trustee who is absent from three consecutive regular meeting of the board without reasonable cause, or from six consecutive regular meeting for any cause, shall offer to resign from the board, or failing that, may be removed from the board by vote (see Vacancy below).

(Vermont Statutes Annotated, Title 24, Chapter 127, Section 307 Municipal Charter, Town of Middlebury, Recall)

Section 5. Vacancy

When a member of the board resigns, makes another town his/her residence, dies or becomes incapacitated, his/her office shall become vacant and the selectmen shall appoint an eligible person to fill the vacancy until the next annual meeting. The person elected at the next annual meeting shall serve until his/her predecessor's term expires.

(Vermont Statutes Annotated, Title 24, Chapter 127, Section 308, Municipal Charter, Town of Middlebury, Vacancies and appointments)

Should the vacancy occur within three months of the town meeting day, the appointment of a temporary replacement may be waived.

When a trustee ceases to be a member of the board the trustee shall return to the library the notebooks containing the library bylaws, policies and all other items belonging to the board.

Section 6. Qualifications

Members of the board shall be chosen from the legally qualified voters of the town and shall hold office for the terms hereafter specified and until their successors are elected and qualified. (Vermont Statutes Annotated, Title 24, Chapter 127 Section 302d, Municipal Charter, Town of Middlebury, Elective Officers)

No board member shall simultaneously serve on the Executive Board of the Friends of Ilsley Public Library or be a member of Ilsley Public Library staff.

If a trustee is also a volunteer at the library, he/she will be subject to the guidelines presented in the volunteer policy and shall not make policies or decisions as an individual trustee as these can only be done buy a quorum at an official meeting of trustees.

Section 7. Compensation

Trustees shall serve without compensation.

Trustees may be reimbursed for actual and necessary expenses incurred in performance of library business with approval of the Board of Trustees.

[ARTICLE II: BOARD OF TRUSTEES] Section 8. Regular Meetings

“Section 8: REGULAR MEETING. The board shall meet at least six times per year with each meeting warned in accordance with Vermont open meeting law. Regular meetings shall be held at the Ilsley Library.” [Amended January 2016]

Meetings of the board are covered by the Vermont Open Meeting Law (Vermont Statutes Annotated, Title 1, Chapter 5, Sections 311 to 314) and all meetings of the board and its committees are public meetings unless the members of the board vote by a majority to go into executive session for one of the reasons set forth in Vermont Statutes Annotated, Title 1, Chapter 5, Section 313.

The board may invite other persons to attend its meetings from time to time.

The public is welcome to attend all public meetings of the board.

Section 9. Notice of Meetings

Public notices of meetings will be displayed in the Ilsley Public Library lobby and the bulletin board at the municipal building.

Section 10. Special Meetings

Special meetings may be called by the president or three trustees upon 24 hours written or verbal notice to each trustee. Notice shall include the purpose of the special meeting and the date, time and place of the special meeting.

Section 11. Quorum

Three trustees shall constitute a quorum for the transaction of business. The affirmative vote of three (3) or more trustees is required to take binding action. [Amended February 8, 2000]

Section 12. Rules of Order

The rules contained within Robert’s Rules of Order (Revised) shall govern the meetings of the Board of Trustees.

ARTICLE III: OFFICERS

Section 1. Officers

The officers of the board shall be a president, a secretary, and a treasurer. They shall be chosen from among the trustees.

Section 2. Election and Term of Office

The officers of the board shall be elected at the first meeting of the board following the annual town meeting and shall serve for one year or until their successors are elected.

Section 3. Vacancies

A vacancy in any office may be filled by a majority vote of the board for the unexpired portion of the term.

Section 4. Powers and Duties

A. President

The president shall preside at all meetings of the board, shall appoint all committees, and shall exercise all the powers usually incident to this office.

The president has authority to sign any documents on behalf of the board to effectuate any decisions reached in accordance with these bylaws.

The president may act as, or appoint a trustee to act as, liaison to the Friends of the Ilsley Public Library.

B. Treasurer

The treasurer shall oversee the library endowment funds and shall present a written current financial report at each regular meeting or on request.

The treasurer shall work with the library director to develop the library's operating and capital budget proposals.

The president and treasurer may sign checks and make authorized deposits and withdrawals from the library endowment accounts.

[ARTICLE III: OFFICERS] C. Secretary

The secretary shall conduct the correspondence of the board.

A recording secretary may be appointed by the board and need not be a member of the board.

Prior to each meeting of the board, the recording secretary shall furnish an agenda listing all matters currently requiring discussion, action or decision

The recording secretary shall keep full and accurate minutes of each meeting and shall furnish a draft thereof to each trustee prior to the next regularly scheduled meeting.

The recording secretary shall be responsible for archiving all public documents created or received in accordance with the business of the board.

ARTICLE IV: COMMITTEES

The president of the board may appoint ad hoc or standing committees to deal with such functions as long-range planning, finance, special collections, policy review, asset development, technology, or facilities.

All members of such committees need not be trustees. Members of the public (residents and non-residents of Middlebury) may be appointed due to their expertise or experience.

ARTICLE V: LIBRARY DIRECTOR

Section 1. Appointment and Review

The board of trustees shall appoint the library director, annually review his/her performance, and may terminate the appointment in accordance with the established policies of the library and town.

Section 2. Authority

The library director is the library's chief administrator and shall have full direction of the library, subject to the oversight of the board of trustees.

[ARTICLE V: LIBRARY DIRECTOR] Section 3. Responsibilities

- (a) To work with the board of trustees in establishing library policies and to carry out the policies set forth by the board.
- (b) To develop, in consultation with the treasurer, the annual operating and capital budgets to be voted on by the board.
- (c) To present the annual operating budget and capital budgets, approved by the board, to the Board of Selectmen.
- (d) To determine which library services best meet the needs of residents and to organize and oversee their implementation.
- (e) To appoint, evaluate, develop, and if necessary, terminate other library personnel.
- (f) To oversee the selection and purchase of books and other materials in accordance with the library's collection development policy, authorized by the board of trustees.
- (g) To maintain the building(s) and collections to best meet the needs of the public.
- (h) To attend each meeting of the board and report on the state of the library.
- (i) Other duties and responsibilities of the director are described in the Director's job description.

Section 4. Absence

The director may designate a substitute to direct the affairs of the library and/or attend board meetings during any absence.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be proposed at any regular or special meeting of the board but must be voted upon at a subsequent meeting of the board.

The text of a proposed amendment shall be set forth in the notice and agenda of the meeting.

Amendments shall be incorporated into the bylaws with notations of the respective dates of adoption of the amendments. A copy of the current bylaws shall be furnished to every trustee. [Amended November 15, 2005]

President: _____
Maria Graham

Adopted Date: May 13, 1999
Amended: February 8, 2000
Amended: January 21, 2003
Amended: November 15, 2005
Amended: January 2016