

Vernon Free Library By-Laws

Election of Members of the Board of Trustees

The Board of Trustees of the Vernon Free Library shall consist of five members, each serving for three years; the successor being elected at Town Meeting. Vacancies on the Board will be filled through appointment by the Selectboard, 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 Chairperson 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 of Board Members at Meetings

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 Clerk. 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 may be paid by the Library.

Workshops and Conferences

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

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Absence of Library Director

When the Library Director and other staff members are absent, one of the Trustees will assume direction for the operation of the Library. The Trustees may delegate a responsible person from the community to fill in and either person 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;
- Evaluating the Library Director;
- Adopting written policies to govern the operation of the Library;
- Overseeing the implementation of Library policies;
- Preparing the budget with the assistance of the Library Director, presenting it to the voters at Town Meeting, and ensuring that Library expenses do not exceed 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. He/she shall develop, with the Library Director, 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 be responsible for posting the warning of the agenda of each Board meeting at the Post Office, Town Office Building, and Library, providing a copy to the Town Administrator for distribution to Selectboard members, and sending a copy of the agenda to the Library Director for posting on the Library website. The Secretary shall keep minutes of all meetings of the Board. He/she shall maintain a book of minutes, shall provide a copy of the minutes within five calendar days of the Board meeting to the Town Clerk and the Town Administrator for distribution to Selectboard members, and shall send a copy of the minutes to the Library Director for posting on the Library website.

Clerk: The Clerk shall review and approve for payment, each week, the bills submitted for payment by the Library Director to the Town Treasurer from the Library's accounts.

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Approval

Reviewed and Adopted June 8, 2022, by the Trustees of the Vernon Free Library.



Cassie Sailsman, Chairperson

Ian Hefele, Vice Chairperson



Julie Nevins, Secretary



Kristin Bratton, Clerk



Joanne Leveille, Trustee

