

# Vernon Free Library Bylaws

## 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 Select board, 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 chair 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. [consistent with Open Meeting Law?]

## Quorum of Board Members at Meetings

A quorum at any meeting shall consist of at least three Trustees.

## Election of Officers

The officers of the Board shall be a chairperson, vice chairperson, and secretary. 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 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 shall be reimbursed for mileage and expenses for lodging and meals.

## Absence of Library Director

When the Library Director is absent or plans to be for any length of time, the Trustees may delegate a staff member to fill in.

## 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 Library Director;
- 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 (*Robert's Rules of Order*). 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 keep minutes of all meetings of the Board. He/she shall maintain a record of minutes and shall ensure a copy be posted on the Library website within five 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.

## Trustees' Approval of Bylaws of Vernon Free Library

Revised and Adopted \_\_\_\_\_, by the Trustees of the Vernon Free Library.

\_\_\_\_\_  
 Deb Berryere, Chairperson

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 Ellen Merkle, Vice Chairperson

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 Bronna Zlochiver, Secretary

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 Mary Anne Deere, Trustee

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 Janis Pereira, Trustee

