

**BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, FEBRUARY 17, 2015
6:15 PM
MINUTES**

Present: Doreen Aldrich, Secretary; Carol Blackwood, Chair; Karin Fischer, Patricia Fowler (6:20 pm), Carolyn Frisa (Skyped In), David Gould, L. Raymond Massucco, Trustees; Celina Houlne, & Mary VanHartesveldt, Library

Absent: Hope Brissette and Jan Mitchell-Love

Others Present: Arnold & Elayne Clift, and Steve Geller

Call to Order: The Chair, Blackwood, called the meeting to order at 6:16 p.m.

Additions to Agenda for routine administrative matters and/or pressing matters that will require ratification at a future meeting: None

Public Comment: Elayne Clift spoke to the issue of setting a time limit of 10 minutes for public comment and felt it disenfranchises the public. The chair agreed to give folks time to speak on agenda items subject to reasonable time limits. Mrs. Clift also spoke of the importance of desegregating "Friends of the Library". They are separate and make decisions about expenditures. She was talking about the purchase of two tables being held up. She and Arnold contributed 10% and that is where the "Friends" want the money to go.

Approval of Minutes Nov. 25, 2014 and Joint Select Board Mtg. Dec. 16, 2014: Fowler moved to approve the minutes of November 25th as printed; seconded by Massucco. The motion carried. Frisa moved to approve the joint meeting minutes of December 16th; seconded by Massucco. The motion carried.

Director's Report: Houlne announced that she has hired Nancy Tusinski as the Reference and Historical Collections Librarian. She starts 3/1/2015. Friends of the Library voted at their annual meeting to spend \$100 to sponsor a youth reading program for families with very young children called "1,000 Books Before Kindergarten". ARC Mechanical came to look at ceiling tiles. They will be back in the spring to see if it is an HVAC leak. Director's Report attached. **Financial Reports:** Mary VanHartesveldt set the electric bills higher; but it is expected as it has been so cold. Reports attached.

Committee Reports: Acceptance of bequest, authorization of payment to town. Fowler reported that we have received a bequest from Ryan Ostebo's estate. We need to open up a brokerage account with Northwest Mutual. Fowler then moved that the treasurer be authorized to open a brokerage account with Northwest Mutual for funds received from Ryan Ostebo. Massucco seconded. The motion passed. Fowler also set a date for a finance meeting for the annual review of accounts at People's Bank. The Finance Committee is invited. She added there is a conflict with the Historical Collections Meeting. Celina noted that we need authorization to pay the town \$8,666.26. This comes out of a savings account. Fowler moved that the treasurer be designated to take \$8,666.26 from the River Valley Credit Union account, seconded by Gould. The motion passed.

Policy: Rules of Procedure for Meetings. Blackwood explained that this came through VLCT and Massucco added that it was a template that we pared down. These are guidelines for orderly meetings and should be re-adopted annually. Some things are covered in our By-Laws, Roberts Rules and common sense. The trustees reviewed the document (3) pages and made the following amendments. On page 1,

section **D. Agendas**, 1. Changed the first sentence to read, "Each regular and special meeting of the body shall have an agenda.". We deleted, "with time allotted for each item of business to be considered by the body". On page 2, first paragraph, we added, "Meeting agendas shall be posted on the library's web site", etc. On page 2, section **E. 1. Meetings**, line 2, we deleted "the Third Floor Meeting Room" and added "a" meeting room. **Page 2, section F. 2. Public Participation**, we changed "may" to "shall" on the first line and deleted "non-agenda items". On line three of the same section, we changed "may" to "shall" and also added after public comment, "subject to reasonable time limits". Also on line three, we changed "By unanimous vote," to "By majority vote". Frisa moved to adopt the Rules of Procedure for Meetings as written with the changes. Fowler seconded and the motion passed. **Code of Ethics**: This item was not on the agenda and no action was taken. We will take it up at our next meeting. **Public Record Inspection, Copying and Transmission Policy**: Mr. Clift noted that it refers to the "custodian" and asked who the custodian is. Frisa responded that she feels the Director should be the custodian. Massucco advised that we are still waiting from the Vermont Supreme Court for a ruling on what a custodian is. In reviewing the document, one change was made to Page 5 and that is to add "Director of the Rockingham Free Public Library where it says "To". Frisa moved to adopt the Public Record Inspection, Copying and Transmission Policy with the one change. Gould seconded and the motion passed.

By-Laws Revision: Article XVI Bylaw Amendments --- the second sentence should read, "Proposed changes must be provided to the Library Board of Trustees and to the public at least twenty-eight (28) days in advance of the meeting at which the amendments are to be considered. Also on line four, change "30 days" to "28". Aldrich moved to adopt Article XVI with the changes; seconded by Fischer. The motion passed. Frisa then moved that the entire By-Laws revisions be approved; seconded by Aldrich. The motion passed unanimously.

Review and Approve Warrants: Done.

Executive Session (if needed): Not needed.

Adjourn to Next Meeting February 24, 2015 at 6:15 p.m. Motion by Frisa to adjourn at 7:55 p.m.

Respectfully submitted *Doreen Aldrich* 2/20/15
Doreen Aldrich

Director's Report February 12, 2015 Céline Houlné

January Programs and Statistics

☐ Youth Programs: 1 events, attendance of 15 .

The winter/spring program began February 2 and will feature Little Lit for Caregivers, preschool and baby storytimes, Beginning Readers Club, Lego Club, Teen Game night, Teen Advisory Council.

☐ Adult Programs: 4 events, attendance of 60.

Upcoming programs include monthly genealogy workshop and reading club, and a VT Humanities Council program: *Vermont and the Civil War*, a presentation by Howard Coffin, on March 28.

☐ Meeting Room and Program Room usage: 5 library, 2 non-library

☐ Adults Computer Use: 713 Public Access Computer Sessions, 444 Laptop and mobile devices

☐ Youth Computer Use: 196 Public Access Computer Sessions, 380 Laptop and mobile devices

☐ New Library Cards issued: 26

☐ New titles added to collection: 192

☐ Items checked out: 2,722

☐ Inter-Library Loans (ILLs): 55 items borrowed from other libraries, 47 items loaned from our collection.

Budget

☐ January's monthly financial report is for seven months or 58% of the fiscal year. A very preliminary estimate for FY15 is a shortfall of \$4,500. Further along in the year, in April, our budget forecast will be more accurate as we will know additional utility and custodial expenses, and donations (which may increase after tax season).

☐ We were notified by a brokerage firm that Ryan Ostebo left a donation of approximately \$4,500 to the Library. We will receive the funds once we open an account.

Building and Grounds

☐ A few ceiling tiles in the interior of the building has a water stain so ARC Mechanical will be in to investigate if it is an HVAC leak.

☐ Reorganization of storage spaces is ongoing.

Director Activities

☐ I conducted the search for a new Reference and Historical Collections Librarian and am happy to report that Nancy Tusinski has accepted the position and will begin work in early March.

☐ I have also been very busy with reference duties including helping patrons, fielding phone calls, ordering nonfiction, reviewing donations, and dealing with tech issues.

☐ I've researched the procedures for the electronic filing for the e-rate federal grant which we must do in the coming weeks. Reporting will continue over the course of the year.

☐ *Friends of the Library* Annual meeting was held on February 7 and it included a presentation by Regional Librarian Consultant Amy Howlett. The *Friends* voted to spend \$100.00 to sponsor a youth reading program for families with very young children called "1000 Books Before Kindergarten". The goal of this program is to encourage families to prioritize reading to their very young children by asking them to read 1000 books to their kids before kindergarten and keep a reading log. Throughout the program, they will receive certificates and books to encourage them to keep reading.

☐ Community outreach – I attended the Woman's Club meeting and the monthly Departments Heads meeting at Town Hall.

☐ Personnel Committee – I attended the monthly meeting at which we reviewed the month's activities.

☐ Policy Committee – I attended this meeting where we discussed the repository and process for public records requests, Trustee standards of conduct and rules of procedure.

Rockingham Free Public Library

Library calculation of amount due to Town (FY 14):

Total paid	971,277.23
Less Renovation	(625,661.05)
Net Operating Expenses:	<u>345,616.18</u>
Total	<u>345,616.18</u>

Revenue available to Town:	
Town Appropriation	320,806.00
Daily Library Revenue turned over to Town	16,143.92
Total available to Town for expenses:	<u>336,949.92</u>
Net (Due to Town) not renovation	(8,666.26)

Includes error from Legal line \$3,150.00
This will be refunded to us in FY 15

Updated 02/13/2015

Rockingham Free Public Library Budget Projections 01/30/2015

CATEGORIES	FY 13 Budget	FY 13 Actual	FY 14 Budget	FY 14 Actual	FY 15 Budget	FY 15 Actual as of 01/30/2015 58% of year	FY 15 Projection as of 01/30/15	FY 15 Notes	FY 16 Board Approved Budget
REVENUE	320,806	320,806	320,806	320,806	320,806	320,800	320,800		338,364
120-03-2080-10.01 Transfers In - General Fund									
120-03-2080-15.01 Banknorth Interest (TD Bank)	1	1	1	26	1	6	7		1
120-03-2080-15.02 Merchants CD Interest	43	56	19	108	21	40	40		0
120-03-2080-15.03 AXA Annuity	1,800	1,060	1,065	1,076	1,080	274	1,080		1,470
120-03-2080-15.04 ING Annuity	10,000	1,254	5,000	378	0	0	0		0
120-03-2080-15.05 Barker Trust	8,500	8,697	8,500	8,401	8,700	4,869	9,500		8,500
120-03-2080-15.06 Tidd Trust	6,000	5,918	6,000	6,122	6,100	6,392	6,392		6,400
120-03-2080-15.07 People's Securities Interest				17		0	0		1
120-03-2080-15.08 SecureFore 5 Annuity				435	3,828	0	2,813		2,875
120-03-2080-15.09 River Valley Credit Union					0	47	85		140
Total Investment, Trust, Interest	26,344	16,985	20,585	16,564	19,730	11,628	19,916		19,387
120-03-2080-20.00 Misc. Grants	100	4,509	100	100	100	1,400	1,500	Summer reading grant; ARSL grant	100
120-03-2080-20.01 Interlibrary Loan	600	652	400	552	300	0	550		550
120-03-2080-20.06 e-Rate Grant				2,155	1,500	0	0	e-rate Grant now credited to bill	0
120-03-2080-20.0? NEH Grant							6,000	NEH Archival Grant	0
Total Grants	700	5,161	500	2,807	1,900	1,400	8,050		650
120-03-2080-30.00 Misc. Donations	1,500	1,321	1,500	854	1,500	1,644	6,300	w/Ostebo \$937, projected \$4,500	1,500
120-03-2080-30.10 Misc. Designated Donations	200	11,048	200	2,241	500	1,212	1,500		500
120-03-2080-30.11 Historical	300	797	300	83	300	20	100		300
120-20-2080-30.11 Memorial	500	467	500	1,825	500	100	500		500
120-03-2080-30.20 Endowment		16,000	-	0	0	0	0		0
Total Donations	2,500	29,633	2,500	5,003	2,800	2,976	8,400		2,800
120-03-2080-40.01 Misc. Fundraising	3,000	1,834	3,000	0	3,000	0	0	Trip?	3,000
120-03-2080-40.02 Adopt-a-Book/Magazine/DVD	50	-	0	17	500	0	0		500
120-03-2080-40.03 Book Fair	0	239	250	125	0	0	0		15
120-03-2080-40.04 Book Sale	3,100	1,232	3,100	1,950	3,100	367	3,100		3,100
120-03-2080-40.06 Direct Appeal	3,000	3,455	4,200	2,005	4,200	2,810	3,500		4,200
Total Fundraising	9,150	6,761	10,550	4,097	10,800	3,177	6,800		10,815
120-03-2080-50.01 Fines	4,200	2,374	4,200	916	3,500	1,311	2,300		3,500
120-03-2080-50.02 Non-Resident	2,700	1,682	2,700	1,355	2,200	1,025	1,750		2,200
120-03-2080-50.03 Printing	1,500	1,220	1,500	1,408	1,550	1,780	3,100		3,200
120-03-2080-50.04 Lost/Replaced	282	245	309	186	350	131	250		350
120-03-2080-50.05 Supplies	450	268	500	289	340	337	500		340
Total Fees	9,132	5,789	9,209	4,155	7,940	4,583	7,900		9,590
120-03-2080-60.02 Misc. Income		102	120	82	300	80	3,230	\$3,150 credit for FY 14 error-Legal	300
Total Miscellaneous Income	0	102	120	82	300	80	3,230		300

Rockingham Free Public Library Budget Projections 01/30/2015

CATEGORIES	FY 13 Budget	FY 13 Actual	FY 14 Budget	FY 14 Actual	FY 15 Budget	FY 15 Actual as of 01/30/2015	FY 15 Projection as of 01/30/15	FY 15 Notes	FY 16 Board Approved Budget
Library Generated Revenue (sub-total)	47,826	64,431	43,464	32,707	43,470	23,845	54,096		43,542
TOTAL OPERATING REVENUE	368,632	385,237	364,270	353,513	364,270	344,645	374,896		381,906
120-03-2080-60.03 Insurance Proceeds		529							
120-03-2080-12.00 Bond & Loan Proceeds		1,944,624		486,600					
120-03-2080-12.01 Renovation Project				12,300					
TOTAL REVENUE	368,632	2,330,390	364,270	852,413	364,270	344,645	374,896		381,906
EXPENSES									
120-20-8000-10.00 Salaries-Director	42,562	42,562	42,994	15,751	40,000	26,458	42,994	3k under-budgeted	44,297
120-20-8000-10.01 Salaries-Full Time	96,443	69,751	71,839	83,476	73,677	43,443	72,900	Ref/Hist, Youth Svcs	75,901
120-20-8000-10.02 Salaries-Part Time	51,815	70,611	79,755	70,702	79,866	47,772	80,700	6 Library Ass't., Custodian	82,429
120-20-8000-10.03 Accrued Payroll									
	190,820	182,923	194,588	169,929	193,543	117,673	196,594		202,627
120-20-8000-15.00 FICA	14,597	15,113	16,041	13,332	15,332	9,418	16,185		16,742
120-20-8000-15.01 Health Insurance	22,403	6,681	7,875	5,847	22,057	4,337	4,337	Budgeted for Family Plan-Director	7,900
120-20-8000-15.02 Dental Insurance	1,750	1,305	1,416	943	1,350	699	1,260		1,300
120-20-8000-15.03 Pension/VMERS	12,500	17,069	18,000	15,891	17,200	7,167	16,980		17,617
120-20-8000-15.04 Workers Compensation	700	572	700	610	800	628	628		920
120-20-8000-15.05 Life/Disability Ins.	1,550	1,361	1,230	1,127	1,310	579	1,050		1,080
120-20-8000-15.06 Insurance Incentive	15,862	16,642	15,100	9,620	6,880	7,490	14,978		16,220
120-20-8000-15.07 Unemployment Insurance	1,800	1,218	1,700	1,143	1,450	734	1,450		1,830
120-20-8000-16.15 Accrued Payroll Adjustment	0	(915)	0	1,654	0	0	0		0
Sub-Total Benefits Expense	71,162	59,046	62,062	50,167	66,379	31,052	56,868		63,609
Sub-Total Payroll Expense	261,982	241,968	256,650	220,096	259,922	148,725	253,462		266,236
120-20-8000-20.01 Dues and Workshops	500	620	600	350	600	624	900	VLA, GFRCC, Vt. Hist., Woman's Club, V	750
120-20-8000-20.05 Travel	500	1,059	750	645	600	360	600		750
120-20-8000-30.01 Adult Fiction Books	4,700	4,794	4,700	4,802	4,500	2,391	4,500		4,800
120-20-8000-30.02 Adult Non-Fiction Books	6,400	6,105	6,400	6,414	6,200	2,972	6,200		6,500
120-20-8000-30.05 Youth Books	3,700	3,712	3,800	3,828	3,800	2,242	3,800		4,000
120-20-8000-30.11 Adult Audio Books	1,600	1,623	1,200	918	1,020	314	1,020		1,200
120-20-8000-30.12 Youth Audio Books	800	1,109	600	575	600	0	600		600
120-20-8000-30.13 Electronic Resources			4,300	3,876	4,600	4,182	5,720	Listen'Up, One Click, VOL 400, Ancestry	4,900
120-20-8000-30.15 Adult Visual/Music	1,000	969	1,000	1,473	1,000	756	1,000		1,200
120-20-8000-30.16 Youth Visual/Music	300	278	400	396	400	201	400		500
120-20-8000-30.20 Periodicals	3,300	3,612	3,500	3,310	3,200	2,958	3,200		3,600
Total Library Materials	21,800	22,201	25,900	25,591	25,320	16,015	26,440	(Over \$850 for One-Click)	27,300
120-20-8000-40.01 Adult Library Programs	300	769	300	203	200	100	200		200
120-20-8000-40.02 Youth Library Programs	900	824	900	858	700	877	877	Friends gave \$500 for programs	700
120-20-8000-50.01 Office Supplies	4,000	3,487	4,400	4,573	3,800	2,015	3,800		4,000

Rockingham Free Public Library Budget Projections 01/30/2015

CATEGORIES	FY 13 Budget	FY 13 Actual	FY 14 Budget	FY 14 Actual	FY 15 Budget	FY 15 Actual as of 01/30/2015	FY 15 Projection as of 01/30/15	FY 15 Notes	FY 16 Board Approved Budget
120-02-8000-50.02 Printing Supplies	1,500	1,551	1,800	2,049	1,500	1,508	2,600		2,400
120-20-8000-50.03 Custodial Supplies	1,800	1,557	1,800	1,637	1,500	770	1,500		1,900
120-20-8000-50.04 Archival	100	99	500	381	100	120	200		500
120-20-8000-50.20 Postage	3,200	2,629	3,200	2,126	2,800	1,390	2,500		2,600
120-20-8000-55.01 Fixtures	1,000	368	1,200	946	450	2,180	2,180		1,500
120-20-8000-55.02 Tech Equipment	3,400	4,478	4,700	4,152	3,800	1,736	3,800		4,000
120-20-8000-55.03 Tech Software	350	899	990	545	706	235	600		500
120-20-8000-55.04 Telephone Equipment	1,100	150	100	424	150	375	750	2 digital phones	750
120-20-8000-55.05 Tools	100	0	100	0	50	49	50		100
120-20-8000-61.00 Auditor	1,500	1,500	1,300	1,300	1,300	1,300	1,300		1,300
120-20-8000-62.00 Legal		3,338		18,860	500	0	1,500		1,200
120-20-8000-63.00 Computer/Technology	2,000	773	1,500	365	925	337	925		1,300
120-20-8000-64.00 Automated Library System	1,400	1,400	3,480	2,010	1,300	1,264	1,264		1,300
120-20-8000-65.00 Databases	400	370	0	0	0	0	0		0
120-20-8000-66.00 Public Relations		0	100	0	100	0	100		100
120-20-8000-67.00 Custodial	3,500	415	3,000	1,895	2,400	835	2,400		2,400
120-20-8000-68.00 Security	500	300	600	300	300	150	300		300
120-20-8000-69.00 Repairs & Maintenance	8,000	486	8,000	1,165	9,800	7,229	10,500	includes contracts/inspections	11,700
120-20-8000-70.01 Electricity/Heat	22,100	5,917	22,100	18,823	21,876	10,499	23,600		23,200
120-20-8000-70.03 Telephone/Online	2,400	1,116	2,500	3,214	3,900	1,126	2,580	e-rate Grant now credited to bill	2,550
120-20-8000-70.04 Water & Sewer	1,000	668	1,000	449	800	209	500		600
120-20-8000-75.00 Property & Liability Insurance	21,000	12,084	14,000	22,601	17,000	23,318	23,318	6.3k over budget	19,600
120-20-8000-76.00 Misc. Expense	1,000	429	1,000	693	410	125	410		500
120-20-8000-80.01 Misc. Grant Expense	100	3,996	100	100	100	1,120	1,500	Summer reading grant; ARSL grant	100
120-20-8000-80.06 NEH Grant						650	6,000	NEH Archival Grant	
120-20-8000-85.10 Misc. Designated Don. Exp.	200	831	500	1,631	500	328	1,500		500
120-20-8000-85.11 Historical Donations Exp.	300	797	300	122	300	0	100		300
120-20-8000-85.12 Memorial Donations Exp.	300	500	300	1,711	500	17	500		500
120-20-8000-85.13 Whitcomb Donation Exp.				5,606		4,134			
120-20-8000-85.20 Endowment Donations Exp.						0			
120-20-8000-87.01 Misc. Fundraising Exp.	200	352	600	198	261	343	343		270
TOTAL OPERATING EXPENSE	368,632	317,932	364,270	345,616	364,270	230,062	379,099		381,906
Net Operating Revenue vs. Expense	0	67,304	0	7,897	0	114,583	-4,203	7.4k grants; 6.3 Prop. Ins	
120-20-8000-90.00 Capital Improvements	0	1,944,624		625,661					
120-20-8000-90.10 Capital Imp-Bldg Renovation									
TOTAL EXPENSES	368,632	2,262,557	364,270	971,277	364,270	230,062	379,099		381,906
NET INCOME LESS EXPENSE	0	67,833	(0)	(118,864)	(0)	114,583	(4,203)		(0)

Rockingham Free Public Library Board of Trustees**RULES OF PROCEDURE FOR MEETINGS****A. PURPOSE.**

The Board of Trustees of the Rockingham Free Public Library is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Board must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Board, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting. Additional elections may be conducted during the year if one of the officers resigns or the body votes to elect a new officer or the office otherwise becomes vacant.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body, unless otherwise defined in the By-Laws, shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. These rules may be amended by majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.

- on the library web site,*
2. Meeting agendas shall be posted in or near the Town Clerk's office and at the following designated public places in the municipality: Library lobby and Town Hall Lobby. The agenda must also be made available to any person who requests such agenda prior to the meeting.
 3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body. Every agenda shall include the following language as one of the first agenda items: "Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting"

E. MEETINGS.

1. Regular meetings shall take place on the fourth Tuesday of the month at 6:15pm in the Third Floor Meeting Room at the library *or another suitable location accessible to the public,*
2. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting in or near the Town Clerk's office and at the following designated public places in the municipality: Library lobby and Town Hall Lobby. *on the library's web site*
 - b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each meeting, public comments *shall* ~~may~~ be taken on ~~non-agenda items~~, subject to reasonable time limits. After discussion of each agenda item, but before any action is taken by the public body at each meeting, there ~~may~~ *shall* be time afforded for open public comment. By ~~unanimous~~ *majority* vote, the body may increase the time for open public comment and its place on the agenda. *subject to reasonable time limits* No member of the public may concede their time to comment to any other member of the public.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.

5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly persons from the meeting.

ADOPTED:

Signatures

Date

Rockingham Free Public Library

Public Record Inspection, Copying and Transmission Policy

PURPOSE. The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides that the Rockingham Free Public Library is required to provide access to public records for inspection and copying unless the records are exempt by law from public access. The Library is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the Library's public records.

APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Library business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of the Rockingham Free Public Library. Other public records may be in the custody of other officers. In such cases where a public records request is made for a document that is not in the custody of the Rockingham Free Public Library, the person to whom the request is made will promptly forward the request to the proper custodian and inform the requestor who that custodian is.

PUBLIC RECORD REQUEST FORMS. It is not intended that every public record request require the requestor complete a form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, may not exist, or may result in charges for copying or staff time, the requestor will be required to complete a Public Records Request Form designated by the Rockingham Free Public Library.

INSPECTION OF PUBLIC RECORDS. Upon receipt of a request to inspect a public record, the custodian will produce the record for inspection within three business days of receipt of the request, subject to the following:

1. If the record does not exist under the name given by the requestor or by any other name known to the custodian, the custodian will inform the requestor of this fact in writing.
2. If the custodian considers the record to be exempt from public access, the custodian will inform the requestor of this fact in writing. The custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, and a brief statement of the reasons and supporting facts for denial. The custodian will also inform the requestor of the right to appeal this determination.

3. If the record is in active use or in storage and therefore not readily available at the time of the request, the custodian will inform the requestor of this fact in writing and set a date and hour within one calendar week of the request when the record will be available for inspection.

For the purpose of this policy, a business day means a day that the Library is open to provide services.

In the following circumstances, the time limits described above may be extended up to ten business days from receipt of the request:

1. The need to search for and collect requested records from field facilities or other establishments that are separate from the Library;
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request;
3. The need for consultation with other Town officers or departments having a substantial interest in the determination of the request; or
4. The need for consultation with an attorney.

In responding to a request to inspect or copy a record, the custodian will consult with the requestor in order to clarify the request or to obtain additional information that will assist the custodian in responding to the request and in facilitating production of the requested record for inspection or copying. In the circumstances cited above, the custodian may request that a requestor seeking a voluminous amount of separate and distinct records narrow the scope of the public records request.

If the time limits described above must be extended, the custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the custodian will respond to the request.

The custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the custodian will redact the information the custodian considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

COPIES OF PUBLIC RECORDS. Upon receipt of a request to make a copy of a public record, the custodian will make and produce a copy within 5 business days, subject to the following:

- I. **Charges.** Except where otherwise provided by law, the custodian will charge and collect the following costs for making a copy of a public record:
 - a. The actual cost charge for a copy of a public record as established by the Vermont Secretary of State.

- b. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as determined by the uniform schedule of charges established by the Vermont Secretary of State.

Upon request, the custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request. All charges for copies and staff time must be paid in full prior to delivery of the requested copy.

2. **Standard formats.** The custodian will make a copy of a public record in the following standard format.

- a. For any public record maintained in paper form, a paper copy of the record.
- b. For any public record maintained in electronic form, either a hard copy print out of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

Any other format is non-standard and the custodian is not required to comply with the request. If the custodian agrees to provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format), the requestor will be charged the time involved in producing the record in a non-standard format when the time exceeds 30 minutes as such costs are established by the Vermont Secretary of State.

If the time limit set forth above must be extended, the custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the custodian will produce the copy.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION. In order that all public records in the custody of the Library may be protected from damage or loss, such records may only be inspected in locations in the Library designated by the custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the Library unless approved by the custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the Library or would jeopardize the security of the original record, the custodian will provide an electronic copy of the original record in read only format, less any exempt information redacted from the record, at no cost to the requestor.

CREATION OF PUBLIC RECORDS. The Library is not legally obligated to create a public record that does not otherwise exist. If the Library agrees to create a public record that does not

exist, the Library will charge the requestor the cost associated with creating the record. Requests for creating a record must be made in writing and all charges must be paid prior to delivery of the record. Upon request, the Library will provide an estimate of the cost of creating a public record prior to complying with the request.

TRANSMISSION OF PUBLIC RECORDS. The custodian is not legally obligated to transmit any public record by mail, facsimile, e-mail or any other means. If the custodian agrees to transmit a public record, the custodian will charge the requestor the costs associated with doing so. Requests for transmission of a record must be made in writing and all charges must be paid prior to delivery of the record. Upon request, the custodian will provide an estimate of the cost of transmitting a public record prior to complying with the request.

DENIAL OF A PUBLIC RECORD REQUEST. If the custodian denies a public record request in whole or in part, the denial may be appealed to Rockingham Free Public Library Board of Trustees. In accordance with 1 V.S.A. § 318(c)(1), Rockingham Free Public Library Board of Trustees will make written determination on the appeal within five business days after receipt of the appeal.

The foregoing Policy is hereby adopted by the Rockingham Free Public Library Board of Trustees, this _____ day of _____, 2015 and is effective as of this date until amended or repealed.

Rockingham Free Public Library Board of Trustees

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Rockingham Free Public Library

Request for Public Record Copies

Date: _____

To: Director - RFPZ

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request copies of the following public records:

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not the custodian, please forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these photocopies.

If the law does not allow me to have access to some of these records, please so inform me within three business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, I request that you block out the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the portion withheld.

If some or all of my request is denied, please tell me the title and name of the person responsible for the denial and, as the law requires, please inform me of the appeal procedures available to me and the name of the person to whom appeal may be made.

If you have questions about this request, please call me at: _____

Name (please print): _____ Contact # _____

Signature: _____

Rockingham Free Public Library

**Certification of Partial Denial Access to Public Records
1 V.S.A. § 318 (a)(2)**

On _____, the Rockingham Free Public Library received a request from:

for access to the following public record(s):

In response to this request, the custodian is making available the following record(s):

Certain portions of this record(s) have been withheld pursuant to _____

This exemption applies to the record withheld because:

Therefore, the request for access to the above-described record(s) is partially denied.

This denial may be appealed to the Rockingham Free Public Library Board of Trustees.
In accordance with 1 V.S.A. § 318(c)(1), the Library Board of Trustees will make written
determination on the appeal within five business days after receipt of the appeal.

_____ Date signed: _____

Rockingham Free Public Library

**Certification of Partial Denial Access to Public Records
1 V.S.A. § 318 (a)(2)**

On _____, the Rockingham Free Public Library received a request from:

for access to the following public record(s):

In response to this request, the custodian is making available the following record(s):

These records are being withheld pursuant to _____

This exemption applies to the record withheld because:

Therefore, the request for access to the above-described record(s) is denied.

This denial may be appealed to the Rockingham Free Public Library Board of Trustees.
In accordance with 1 V.S.A. § 318(c)(1), the Library Board of Trustees will make written
determination on the appeal within five business days after receipt of the appeal.

_____ Date signed: _____

DRAFT of Bylaws as Revised at November 25 Board meeting

ROCKINGHAM FREE PUBLIC LIBRARY

BYLAWS

ARTICLE I: Trustee Election

The affairs of the Rockingham Free Public Library shall be conducted by a board of nine (9) trustees. Three Trustees shall be elected by the voters of Rockingham each year for a term of three (3) years at the Annual Town Meeting. New Trustees shall immediately take an oath of office and assume their duties. Shall a vacancy occur for any cause, other than normal term expiration, the Library Board of Trustees shall make a recommendation to the Town Selectboard to fill such vacancy. The Selectboard will appoint an interim Trustee to fill the position, until the next Town Meeting when a replacement Trustee will be elected for the remaining term, if any, in accordance with 1 V.S.A. § 963 as amended. Trustees are encouraged not to serve for more than two (2) consecutive full terms without at least a one (1) year interval.

ARTICLE II: Meetings

The Library Board of Trustees, as a first order of business after each new election cycle, shall adopt a set of rules for governance of meetings, such as Roberts Rules of Order.

All meetings shall be conducted as open meetings except as allowed by 1 V.S.A. § 313 as amended, for executive session. Reasonable public comment will be allowed at all public meetings.

The Library Board of Trustees shall meet in regular session a minimum of nine (9) times per year in accordance with 1 V.S.A. § 312 as amended. The first meeting after an election cycle shall occur within seven (7) days, at a time and location agreeable to two thirds or more of the Trustees. Subsequent meetings will be held at an agreed upon regular schedule. The Chair shall schedule other Library Board of Trustee meetings in accordance with 1 V.S.A. § 312 as amended.

Notice shall be provided specifically to each Trustee at least five (5) days prior to regular meetings, three (3) days prior to special meetings, and twenty four (24) hours prior to emergency meetings. Emergency meetings will only be called in extreme, urgent circumstance. Notification will include date, time, place and agenda of meeting.

Public notification of all meetings will be done with a goal of maximal dissemination to the community and in accordance with 1 V.S.A. § 312 as amended.

ARTICLE III: Quorum

A quorum shall consist of five (5) Trustees, and may include the Chair.

ARTICLE IV: Motions

For any motion to pass it must be seconded and receive an affirmative vote from a majority of the Library Board of Trustees or Library Trustee Committee members.

ARTICLE V: Attendance

So that the Library Board of Trustees may function effectively and with continuity, Trustees are expected to attend meetings on a regular basis.

ARTICLE VI: Governance

The Library Board of Trustees shall make all necessary rules for the governance of the library, and shall conduct the same in a manner best calculated to serve the purposes for which the library was established.

ARTICLE VII: Budget

The Library Board of Trustees shall review, amend and adopt an annual budget and submit it to the Town of Rockingham Selectboard, to be presented to the voters as a separate appropriation request at the Annual Town Meeting.

The Library Board of Trustees shall submit an annual report for publication in the Annual Town Report.

ARTICLE VIII: Officers and Committees

The Library Board of Trustees as a first order of business after each new election cycle shall elect from its members: Chair, Vice-Chair, Secretary and Treasurer, with terms to expire at the next election cycle. To be elected, candidates must receive an affirmative vote from a majority of the Library Board of Trustees. Additional elections may be conducted during the year if one of the officers resigns or when the Library Board of Trustees votes to elect a new officer.

The Chair may appoint committees which shall include a minimum of two (2) Trustees and may include community members and library staff to work on areas of particular interest. Committees will include Finance and Policy. Other committees may include, but are not limited to Fundraising, Long Range Planning, Personnel, Buildings and Grounds, and Historical Collections.

ARTICLE IX: Library Director

The Library Board of Trustees shall hire and supervise a Library Director who shall be responsible for direct oversight of library functions, library staff and maintenance of its assets. The Library Director shall prepare the annual draft budget and monthly reports.

The Library Board of Trustees shall conduct a written evaluation of the Library Director annually and additional written or oral evaluations as determined by the Library Board of Trustees.

The hiring or termination of the Library Director shall require a two-thirds majority vote of the Library Board of Trustees.

Article X: Record of Proceedings

A Secretary or designee shall keep a written record of the Library Board of Trustees proceedings at all meetings, including all committee meetings. The minutes shall be made public in accordance with 1 V.S.A. § 312 as amended.

Article XI: Borrowing Privileges

Borrowing privileges shall be granted to any person meeting the provisions of Rockingham residency or non-resident requirements as defined in the Library Operational Policy Manual.

Article XII: Library Policies

The Library Board of Trustees shall review Library policies at least every three (3) years and shall update as necessary after soliciting recommendations from library personnel.

Article XIII: Payment of Funds

No library funds shall be dispersed by the Town, unless the order, draft, or bill is reviewed by the Library Director and signed by the Treasurer of the Library Board of Trustees or two (2) Trustees if the Treasurer is not available.

Article XIV: Donations and Gifts

The Library Board of Trustees shall accept monetary donations and other gifts as appropriate in accordance with the Library Operational Policy Manual.

Article XV: Historical Collection

The Historical Collection shall be a permanent part of the library and shall be properly maintained and cared for in accordance with the Historical Collection Management Policy Manual.

Article XVI: Bylaw Amendments

The Library Board of Trustees shall review these bylaws at a minimum of every three (3) years. *twenty-eight*
Proposed changes must be provided to the Library Board of Trustees and to the public at least ~~thirty~~ *28* (30) days in advance of the meeting at which the amendments are to be considered. Two separate votes, each having a two thirds majority vote and not less than ~~30~~ *28* days apart shall be required to amend or revise the bylaws. Library Board of Trustees bylaws, as amended, supercede all previous versions.