

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. Proposed changes must be provided to the Library Board of Trustees and to the public at least thirty (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 days apart shall be required to amend or revise the bylaws. Library Board of Trustees bylaws, as amended, supercede all previous versions.

