



AINSWORTH PUBLIC LIBRARY
Est. 1911 • Williamstown, VT
www.ainsworthpubliclibrary.org

By-Laws

WILLIAMSTOWN, VERMONT

Date Revised: 1/10/2019



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PURPOSE OF THE BOARD

- Select a Librarian and determine salary
- Adopt written policies for the general operation and maintenance of the library
- Develop and operate under by-laws which govern the actions of the Board of Trustees
- Develop, in cooperation with the Librarian, a yearly budget and work for adequate financial support of the library
- Help the Librarian in assessing community needs and determining the library's role in meeting them
- Plan for growth and improvement of library services
- Keep informed of local, regional, state and national library developments

MEMBERSHIP ON THE BOARD

NUMBER OF MEMBERS

There shall be five members on the Board of Trustees

ELECTION PROCESS

Election of new Trustee members takes place at the annual Town Meeting in March

TERMS OF ELECTED TRUSTEES

Each Trustee will serve a term of five years, with the possibility of re-election for one successive term

RESIGNATION FROM THE BOARD OF TRUSTEES

If a vacancy occurs, the position will be nominated by the library Trustees and filled by appointment by the Town Selectboard. At the next Town Meeting, someone will be elected to complete the remaining term of the former Trustee



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OFFICERS

BOARD OF TRUSTEE OFFICES

The offices of the Board of Trustees shall be Chairperson and Secretary. One trustee should volunteer to be a liaison to the Friends of the Ainsworth Public Library and attend their meetings regularly

ELECTION OF OFFICERS

Election of officers will be held at the March meeting. Each Board member has one vote (With the exception of the Chair, unless there is a tie vote.)

TERMS OF OFFICE

An officer is elected for a term of **one** year with the possibility of re-election at the organizational meeting following the Town Meeting.

OFFICER DUTIES

CHAIRPERSON

- Prepares an agenda for regular meetings
- Posts the next meeting date and agenda in accordance with Vermont Right-to-Know laws
- Presides over meetings
- Helps the Librarian prepare a budget in September of each year
- Presents, with the Librarian, the Board-approved budget to the Selectboard
- Approves and signs the payroll and invoices with the Librarian bi-weekly

SECRETARY

- Records all meetings of the Board of Trustees
- Provides a copy of meeting minutes to keep on file at the Library and to be posted to the website
- Provides a copy of the Agenda, Meeting Minutes and any other appropriate attachments to the Town for their records
- Handles general correspondence of the Board



FINANCES

- The regular Board of Trustees meeting agendas will have a category called “Financial Report”
- Maintenance of Library checking account will be the responsibility of the Librarian who will present a statement of income and disbursements at each regular Board of Trustees meeting, along with the Town Allocation Expenses Report
- Invoices to be paid by the Town will be approved by the Librarian and the Board of Trustees Chair or another Trustee before submission to the Town bi-weekly
- Any changes or character in the nature of investments must be approved by the Board of Trustees
- Any pertinent financial correspondence will be handled by the Librarian and/or Board of Trustees
- Reports requested from town auditors will be provided by the Librarian and/or Board of Trustees

MEETINGS

REGULAR MEETINGS

Meetings will be held at least 8 times a year; the second Thursday of every month. The time and date of each meeting will be confirmed at the close of each meeting.

ATTENDANCE

All Board members, the Librarian, and interested citizens may attend the regular meetings. A liaison from the Friends of the Library is welcome and invited to participate at each regular meeting.

SPECIAL MEETINGS

If a special meeting or emergency meeting is to be called, the Chairperson will notify board members as to the time, place, and purpose of the meeting. Any member of the Board of Trustees may call for a special meeting. The special meeting will be warned if time permits in accordance with the Open Meeting Law.



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QUORUM

A quorum is present when three board members are in attendance. No policy-making decisions can be made without a quorum present.

ORDER OF BUSINESS

PARLIAMENTARY PROCEDURE

All meetings will be run by parliamentary procedure with Roberts Rules of Order being the final say in how a piece of business is handled.

AGENDA

The agendas for meetings will generally follow the order below:

- Call to Order
- Set the Agenda
- Public Comments
- Friends' Report (when applicable)
- Secretary's Report
- Financial Report
- Librarian's Report
- Old Business
- New Business
- Adjournment

DUTIES OF THE STAFF

Detailed description of the Librarian and Staff's duties can be found in the Library Policies.

MEMBERSHIP IN STATE AND NATIONAL ORGANIZATIONS

Board of Trustee membership in the Vermont Library Association (VLA) is required, and the library will pay the annual fee. Trustees are encouraged to take part in the activities and workshops offered. The VLA Newsletter is available for trustees to read in the library.



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FISCAL YEAR

The fiscal year begins on July 1 and ends on June 30th.

AMENDMENTS

The by-laws can be amended at any regular meeting of the Board, provided a quorum is present.

SIGNATURES

Name	Signature	Date
William Johnson	<i>William Johnson</i>	1/10/2019
Maggie Sample	<i>Maggie Sample</i>	1/10/2019
Helen Duke	<i>Helen Duke</i>	1/10/2019
Barbara Smith	<i>Barbara Smith</i>	1/10/2019
Marvine Lasell	Not Present	1/10/2019