

WILLINGTON PUBLIC LIBRARY BY LAWS

**ARTICLE I – ORGANIZATION**

This organization shall be called the Library Board of Directors existing by virtue of Connecticut General Statutes Chapter 146 Section 9-207 and Chapter 190 Sections 11-20 and 11-21 and by an ordinance to establish a Willington Public Library and Board of Directors passed on 12\14\2010.

**ARTICLE II – MEETINGS**

Meetings of the Library Board of Directors will be held on the second Friday (revised 6/12/20) of each month. Annually, at the May meetings, the Library Board of Directors shall decide if they will meet in July and/or August.

The dates of regular monthly meetings of the year must be filed annually, prior to January 31 , with the Town Clerk.

Special meetings may be called by the Chair or by written request of two board members.

Per the Freedom of Information Act, regular and special meetings agendas must be filed with the Town Clerk at least 24 hours before the meeting. Minutes for those meetings must be filed within seven calendar days of the meeting. A record of the voting must be filed within 48 hours of the meeting (if the minutes are not available within 48 hours). Emergency meetings require no notice but require minutes filed within 72 hours and must state the emergency.

**ARTICLE III – MEMBERSHIP**

The Library Board of Directors shall consist of six members, each elected to a six-year term. Two board members shall be elected at each biennial municipal election. Four Library Board members will constitute a quorum.

It is recommended that elected board members attend at minimum 70% of regular monthly meetings.

Members who are unable to do so under ordinary circumstances shall be asked to submit their resignation to the Chair.

Upon resignation of a member of the Board, the Board may make a recommendation to the Board of Selectmen for a candidate to serve until the next municipal election. The candidate must send a letter of intent to the Board of Selectmen, and the Board of Selectmen will make the final determination.

**ARTICLE IV – OFFICERS**

The offices of the Library Board of Directors will consist of the following: Chair, Vice-Chair, Secretary,

and Treasurer. Election of offices will be held on an annual basis every December. In the event a vacancy occurs in an office, the Library Board will elect a member to fill the balance of the term.

The Chair shall notify members of all meetings and conduct Board meetings subject to the approval of the Directors and perform any other duties required of the office.

The Vice-Chair shall conduct Board meetings in the absence of the Chair. The Vice-Chair shall assume other responsibilities as requested by the Chair.

The Secretary shall keep a record of attendance and a record of official actions of the Board, be responsible for correspondence as required by the Board, and submit official minutes to the Town.

The Treasurer will keep an itemized account of all funds. Expenditures will be approved by the Treasurer and the Board as necessary. The Treasurer will present a written account at each regular meeting of the Board.

#### **ARTICLE V – DIRECTORS**

The Library Board of Directors shall be responsible for the general management of the Library, including oversight of all Library property. The Board will also be responsible for the employment of a Library Director and will assist the Director in the employment of other Library staff members as requested. Termination of the Director will require two weeks advance notice in writing by either party.

#### **ARTICLE VI – COMMITTEES**

The Library Board will appoint committees as needed.

#### **ARTICLE VII – ORDER OF BUSINESS PROCEDURE**

The order of business at the regular meetings shall be as follows:

1. Roll call and establishment of quorum
2. Call to order
3. Approval of minutes from the previous meeting
4. Treasurer's report
5. Communications
6. Director's report
7. Committee report
8. Present to Speak

- 9. Old business
- 10. New business
- 11. Board concerns
- 12. Adjournment

**ARTICLE VIII- FUNDRAISING**

Fundraising will take place at the discretion and approval of the Library Board of Directors.

**ARTICLE IX – PROXIES**

No member of the Board shall designate his/her powers, authority, or duties to any other person by proxy or otherwise.

**ARTICLE X – AMENDMENTS**

The Bylaws of the Library Board of Directors may be amended by a two-thirds vote at any regular meeting providing that notice of said amendments has been given at a previous meeting.

Adopted 02/84

Revised 09/93

Revised 12/11/01

Revised 09/03

Revised 12/13/05

Revised 7/12/16

Revised 7/7/20

Revised 9/11/2020