

BY LAWS OF THE BOARD OF TRUSTEES OF THE BEACON FALLS PUBLIC LIBRARY

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ARTICLE I

Name

The name of this group of people shall be the Board of Trustees of the Beacon Falls Public Library. The Board shall consist of six members, bipartisan in structure. The Board members shall be elected as outlined in the Town Ordinance creating the Library Board of Trustees passed on April 10, 1957.

ARTICLE II

Duties

Section 1:

The Board of Trustees shall have general supervision and management of the affairs of the library. These duties include but are not limited to the hiring and evaluation of the Library Director; the writing and acceptance of policies; and the lobbying for funds and improvements for the library.

Section 2:

No member of the Board of Trustees shall receive any pecuniary benefit from Library Funds while serving as a Trustee. This clause does not preclude reimbursement of Board-approved expenditures.

Section 3:

To ensure the smooth functioning of the Board of Trustees and to ensure a quorum at meetings, members of the Board shall attend, and participate in regular and special meetings.

ARTICLE III
Officers

Section 1:

The officers shall be a Chairperson, Vice Chairperson, and a Library Board Clerk. The Library Board accounts will be under the management of the Beacon Falls Finance Department.

Section 2:

Officers shall be elected for two-year terms. Their terms of office shall begin at the close of the meeting at which they are elected.

ARTICLE IV
Election of Officers

Section 1:

At the March meeting of even numbered years, nominations shall be made from the floor.

Section 2:

At the April meeting, the Board will act on nominations to elect the officers.

Section 3:

If there is more than one candidate for any office, the election must be made by secret ballot.

Section 4:

In the event of the resignation of an officer, the Board shall elect an interim officer to fill the position until the next scheduled election.

ARTICLE V

Duties of Officers

Section 1:

The Chairperson shall preside at all meetings of the Trustees and shall act as the Library Representative at any necessary Town meetings.

Section 2:

The Vice Chairperson shall preside in the absence of the Chairperson. If the Chairperson position is unexpectedly vacated the Vice Chairperson will automatically become the Chairperson until an election is held.

Section 3:

The Town of Beacon Falls Finance Department shall keep an accurate record of all monies collected from fines, fees, and money donated to the library and the distribution thereof. A member of the Library Board or Library Director will be responsible for the acknowledgement of gifts and acts of kindness towards the library.

ARTICLE VI

Meetings

Section 1:

The schedule of regular meetings for the coming year will be determined at the October meeting. The regular meetings of the Board shall be held on the third Tuesday of each month, except when the third Tuesday of the month is a legal holiday. Meetings during July and August may be called at the discretion of the chairperson if there is a matter requiring a meeting.

Section 2:

Four of the Trustees shall constitute a quorum at all regular meetings of the Board.

Section 3:

Special meetings may be held at the call of the Chairperson or at the written

request of at least two Trustees.

Section 4:

The evaluation of the Library Director shall be conducted and accepted during a special meeting to be held each June.

Section 5:

The annual review of the Library Director's budget proposal for the coming fiscal year shall be held at the January meeting. The Board shall ratify the proposal at that time or choose to amend the proposal and vote on the budget at the February meeting.

Section 6:

The Library Board Clerk shall post notice of all meetings with the Town Clerk and send out notices to Trustees of all regular and special meetings of the Board. The Clerk shall record and type the minutes of all meetings. A copy of the minutes shall be filed with the Town Clerk and one copy shall be maintained for the permanent record. Copies of the minutes will be sent to all Board Members at least one week in advance of the next meeting.

Section 7:

At the end of the fiscal year, the Board of Trustees shall meet with the library director and any library staff member who wishes for an end-of-year evaluation of library services.

ARTICLE VII
Executive Committee

There shall be an Executive Committee composed of the Chairperson and the Library Director. This committee shall have the power to act only in an emergency arising in connection with the library. In such an event, the Chairperson will notify the Trustees as soon as possible. All actions must be ratified at the next regular meeting of the Board of Trustees.

ARTICLE VIII
Parliamentary Authority

The meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IX

Amendments

Section 1:

At the March meeting of odd-numbered years, the Board of Trustees will name a committee to review and make recommendations for the revision of the by-laws.

Section 2:

The committee will present recommendations to the full Board at the April meeting at which time the Board will vote on said revisions.

Section 3:

The by-laws may be amended at any regular meeting of the Trustees by a two-thirds vote of the current members present. Notice of the proposed changes must be given at the start of the meeting.