



Bethel Public Library

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BETHEL PUBLIC LIBRARY BYLAWS OF THE LIBRARY BOARD OF DIRECTORS

ARTICLE I: ESTABLISHMENT AND DUTIES

Section 1. Establishment of the Board. The Bethel Public Library Board of Directors (the Board) is established by the provisions of Chapter 190 of the General Statutes of Connecticut and Articles C7-1 and C7-13 of the Town of Bethel Charter. The Board shall exercise the powers and duties as are now or may hereafter be conferred or imposed by the Connecticut General Statutes, Special Acts, or local ordinances.

Section 2. Membership. In accordance with the current Town Charter, the Board shall consist of twelve (12) members, serving overlapping terms of four (4) years each, appointed by the Board of Selectmen. Terms shall begin on the first Monday in January; however, all Board members shall serve until their successors have been appointed and qualified.

Section 3. Reappointment of Members. A Board member desiring reappointment for an additional term shall give written notification to the Board of Selectmen prior to the expiration of his/her term.

Section 4. Resignation from the Board. Resignations from the Board shall be made in writing before the next regularly scheduled Board meeting and shall be addressed to the Town Clerk with copies to the Board Chairman and the Office of the First Selectman. In the case of the resignation of the Board Chairman, a copy shall be submitted to the Board Vice Chairman.

Section 5. Filling Vacancies. Any vacancy shall be filled as provided for in the current Town Charter.

Section 6. Members as Staff Volunteers. No Board member shall serve on the Board and as a library staff volunteer simultaneously.

Section 7. Honorary Status. Board members whose efforts on behalf of the Library have yielded significant contributions may be voted to honorary status, but without voting privileges **or attendance into executive session**, after ending their terms as active members. Nominations for honorary status may be made by any Board member. The vote to confer honorary status shall take place at a regular meeting of the Board and shall be by a majority of the entire Board membership.

ARTICLE II: OFFICERS

Section 1. Officers and Duties. There shall be four (4) officers of the Board: Chairman, Vice Chairman, Secretary, and Treasurer. These officers shall perform the duties prescribed by these **Bylaws** and by the current edition of Robert's Rules of Order Newly Revised (Robert's Rules) as adopted by the Board.

Section 2. Nomination Procedure; Time of Elections. A Nominating Committee consisting of at least three (3) members shall be elected by the Board at the regular October meeting. The Nominating Committee shall elect its own chairman. It shall be the duty of this committee to nominate candidates for the offices to be filled at the regular January meeting, or at the first regular meeting following the annual appointment of new members, in accordance with the current Town Charter. Additional nominations will be accepted from the floor prior to elections at the meeting during which elections take place. The Nominating Committee shall be discharged following the election of Board officers

Section 3. Election; Terms of Office. Officers shall be elected by a majority of the entire Board membership. Each term of office shall be for one (1) year, or until the officers' successors are elected. New officers shall assume their duties immediately following the election.

Section 4. Office-Holding Limitations. No Board member shall hold more than one office at a time, and no Board member shall be eligible to serve more than ~~three (3)~~ **two (2)** consecutive terms in the same office. An officer who has served six (6) months or more is considered to have served a full term in office.

Section 5. Removal of Officers. An officer may be removed from his/her office with or without cause by a vote of two-thirds of the entire Board membership.

Section 6. Expired Officer Terms. In the event that the Board terms of both the Chairman and Vice Chairman expire, and they are not reappointed to the Board, the **Treasurer shall act as interim Chairman of the Board** ~~shall elect an interim Chairman until a permanent Chairman is elected. A special meeting of the Board shall be called as soon as is practical to elect an interim Chairman. The interim Chairman shall be elected by a majority of the entire Board membership.~~ The interim Chairman shall serve from the first Monday in January until the annual election of officers as provided in Sections 2 and 3 above.

Section 7. Vacancies in Offices. ~~A vacancy in the offices of Vice Chairman, Secretary, or Treasurer arising from any cause shall be filled for the unexpired portion of the term from among the remaining directors. The Chairman shall appoint a replacement, and such appointment shall become effective upon a majority vote of the entire Board membership. If the office of the Chairman becomes vacant, the Vice Chairman shall serve as Chairman in the interim until the Board elects a replacement, by a majority vote of the entire Board membership.~~

A vacancy in any office arising from any cause may be filled for the unexpired portion of the term from among the remaining trustees. The Chairman shall seek a volunteer replacement and, in the absence of a volunteer, shall appoint a replacement, which shall become effective upon a majority vote of the Board.

Section 8. Absence of Chairman and Vice Chairman. If both the Chairman and Vice Chairman are absent from the same meeting of the Board, a temporary Chair shall be elected for that meeting only, by a majority of those members present.

Section 9. Duties of Chairman. The Chairman shall preside at all meetings of the Board. ~~and shall perform all duties of a Chief Executive Officer.~~ The Chairman shall prepare, in consultation with the Library Director, a written agenda for each Board meeting. The Chairman shall make committee appointments. The Chairman shall perform such other duties applicable to the office as prescribed by Robert's Rules as adopted by the Board, and as set forth in these **Bylaws**.

Section 10. Duties of Vice Chairman. The Vice Chairman shall perform all the duties of the Chairman in the Chairman's absence. The Vice Chairman shall also serve as the Chairman of the Policy **or Personnel** Committee. If the office of the Chairman becomes vacant, the Vice Chairman shall serve as Chairman in the interim until the Board elects a replacement, by a majority vote of the entire Board membership. The Vice Chairman shall perform such other duties applicable to the office as prescribed by Robert's Rules as adopted by the Board.

Section 11. Duties of Secretary. The Secretary shall conduct the general correspondence of the Board and, in the absence of the Recording Secretary **if any**, shall take the minutes of Board meetings. The Secretary shall perform such other duties applicable to the office as prescribed by Robert's Rules as adopted by the Board.

Section 12. Duties of Treasurer. The Treasurer shall have general supervision of all Board funds. The Treasurer shall prepare and present a monthly financial report of activity and status for all Board accounts at each regular meeting of the Board. The Treasurer shall prepare an annual financial report and shall present such report to the Board at the end of each fiscal year. Copies of these reports shall be kept on file at the Library, and shall be filed with the Town Clerk. The Treasurer shall prepare a notebook containing all financial transactions of the Board, including bank statements, for each fiscal year. The Treasurer shall submit such notebook to the Office of the Comptroller of Bethel at the end of each fiscal year. The Treasurer is authorized to sign all checks written against Board accounts. All disbursements over **\$750.00** from Board accounts shall require the signatures of two of the four officers of the Board. In the absence of or inability of the Treasurer such duties shall be performed by such other Board members as the Board may

designate. The Treasurer shall be the Chairman of the Finance Committee. The Treasurer shall perform such other duties applicable to the office as prescribed by Robert's Rules as adopted by the Board.

ARTICLE III: MEETINGS

Section 1. Regular Meetings. The Board shall schedule **eleven (11) ~~twelve (12)~~** regular meetings per calendar year. The Board shall meet monthly on the fourth Monday except in May, when the meeting will be held on the Monday prior to Memorial Day, and in December when the meeting will be held on the second Monday, or unless otherwise ordered by the Board. The schedule of regular meetings shall be filed with the office of the Town Clerk of Bethel by January 31st of each year. Directors shall make every effort to attend meetings regularly.

Section 2. Quorum. Seven (7) members of the Board shall constitute a quorum for transaction of business.

Section 3. Absent without notice. **Whenever a member of the Board is absent without notice or excuse at four (4) regular meetings out of eleven (11) per year, the Board, acting through its Chairman may request that such member resign from the Library Board.**

Section 4. Special Meetings. Special meetings may be called by the Chairman or by the Executive Committee and shall be called upon the written request to the Chairman by any four (4) members of the Board. The purpose of the meeting shall be stated in the call. Special meetings shall take place within ten (10) days of the Chairman's receipt of the written request. Only matters that are listed in the call may be considered at the special meeting.

Section 5. Notice of Meetings. All meetings of the Board and its committees shall be noticed and conducted in accordance with the Freedom of Information Act, Chapter 14 of the General Statutes of Connecticut.

Section 6. Agendas and Minutes. Meeting agendas and minutes shall be filed in the Town Clerk's office, in accordance with the Freedom of Information Act, Chapter 14 of the General Statutes of Connecticut and local ordinances. Copies of correspondence received by the Board that are presented at official meetings of the Board shall be attached to the minutes from said meetings and filed in the Town Clerk's office. The Library Director shall be the custodian of such documents and other records of the Board, copies of which shall be kept in a separate file in the Library and shall be made available to the public.

Section 7. Duties of Recording Secretary. A paid Recording Secretary, who is not a member of the Board, **may** be appointed by the Chairman, shall take the minutes of Board meetings, and shall keep a record of all proceedings of the Board. In the case of a roll call vote, the Recording Secretary shall call the roll.

ARTICLE IV: COMMITTEES

Section 1. Board Committees. There shall be **six (6)** standing committees of the Board: the Executive Committee, the Finance Committee, ~~the Facility Committee~~, the Personnel Committee, ~~the Planning Committee~~, the Policy Committee, the Scholarship Committee, ~~the Technology Committee~~ and the Development Committee. **Each Board member shall be a member of at least two (2) committees.** Committee chairs will report on committee activities at the next regular meeting of the Board following the committee's meeting. Committee recommendations and activities shall be subject to the approval of the Board. Agendas and minutes of all committee meetings shall be submitted to the Library Director for filing with the Town Clerk.

Section 2. Special Committees. Special committees may be created by the Board Chairman or by a majority vote of Board members present at a meeting. The Chairman shall appoint members of special committees.

Section 3. Committee Appointments and Membership. Each standing committee shall consist of at least three (3) members, including a committee chair, who shall be appointed by the Board Chairman no later than the February meeting. The former committee shall remain in place until new appointments are made. The Board Chairman shall fill any vacancies on committees by the next regular Board meeting. The Board Chairman shall be an ex-officio member, without voting privileges, of all committees, except the Nominating Committee.

Section 4. Executive Committee. The Executive Committee shall be the four officers of the Board: Chairman, Vice Chairman, Secretary and Treasurer. The Executive Committee shall act for the Board in an emergency between meetings. Three (3) members of the Executive Committee shall constitute a quorum for transaction of emergency business.

Section 5. Finance Committee. The Finance Committee, with the Library Director, shall prepare the annual operating budget and recommendations for the use of Board funds for approval by the Board, and shall make recommendations to the Board on other financial matters.

~~**Section 6. Facility Committee.** The Facility Committee shall act as the Board's liaison to the Town in connection with all matters relating to the maintenance, repair, or renewal of all the Library's real property.~~

Section 6. Personnel Committee. The Personnel Committee shall review and amend as needed all policies relating to Library personnel and shall coordinate the annual review of the Library Director.

~~**Section 8. Planning Committee.** The Planning Committee shall, with the aid of the Library Director, develop long and short range plans for the general purposes of improving library services and effectiveness, and assessing the quality of library services. These plans will also identify new services to be provided by the Library. These plans will be used as a guide in developing the budget and grant applications.~~

Section 7. Policy Committee. The Policy Committee shall review these Bylaws annually and present such review and any proposed amendments to the Board at a regular or special meeting.

The Policy committee shall, with the aid of the Library Director, formulate and promulgate policies of the Library and the Board, other than personnel policies.

Section 8. Scholarship Committee. The Scholarship Committee shall select the recipients of the annual Bethel Public Library Board of Directors Scholarship and make any decisions necessary for the fulfillment of its functions.

~~**Section 11. Technology Committee.** The Technology Committee shall, with the aid of the Library Director, develop a Technology Plan that addresses the short and long-term technological needs of the Library. This plan will be incorporated into the Long-Range Plan and will be used as a guide in developing the budget.~~

~~**Section 9. Development Committee.** The Development Committee shall oversee the community outreach activities of the Library Board of Directors. It shall be responsible for establishing an annual advocacy plan to create and sustain awareness of the Library, its programs and its needs. It shall develop and implement plans for annual and longer term philanthropic support of the Library. It shall aid the Library Director in researching, selecting, and applying for grants for capital, programs, and general assistance to the Library's Mission. The chair of the Development Committee shall be a member of the Board. Non-Board members may be appointed to the Committee by the Board, but shall not have voting rights.~~

The Development Committee shall coordinate and conduct all development and fundraising activities; engage and interact with the community; and perform such other actions that are consistent with the functions of a development committee and these Bylaws.

ARTICLE V: LIBRARY DIRECTOR

Section 1. Library Director. The Library Director shall be appointed by the Board and shall be reviewed annually by the Board. The Library Director is subject to the Library's Personnel Policy and Procedures as approved by the Board. The Library Director shall operate the Library based on policies which are approved by the Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Town Charter, local ordinances, state statutes, and any special rules of order the Board may adopt.

ARTICLE VII: AMENDMENT OF BYLAWS

Section 1. Amendment of Bylaws. These Bylaws may be amended at any regular meeting of the Board by a vote of two-thirds of the entire Board membership, provided that the proposed

amendment(s) has been submitted in writing to all Board members at the previous regular meeting of the Board.

Section 2. Review of Bylaws; Re-adoption. These Bylaws shall be reviewed **at least every three (3) years or as needed.** ~~annually and re-adopted annually at the regular April meeting of the Board.~~

Adopted by the Library Board of Directors January 22, 1980

Revised and/or re-adopted	June 22, 1981
	April 25, 1983
	November 4, 1985
	April 23, 1990
	April 26, 1993
	April, 1996
	December 10, 2001
	January 27, 2003
	January 26, 2004
	May 23, 2005
	February 27, 2006
	February 26, 2007
	April 27, 2009
	August 23, 2010
	April 23, 2012
Re-adopted	November 4, 2013
Re-adopted	July 28, 2014
Revised	April 27, 2015
Re-adopted	April 25, 2016
Re-adopted	April 24, 2017
Revised	December 11, 2017