

Bent Northrop Memorial Library
By Laws

Mission:

The Bent Northrop Memorial Library provides individuals of all ages a safe, accessible and empowering environment where learning, enjoyment, cultural and professional needs can be successfully met through materials, programs, services, and technologies.

PREAMBLE

The Bent Northrop Memorial Library is located on 164 Park Street in Fairfield Center, Vermont.

SECTION 1: NAME

This board shall be known as the Board of Trustees of the Bent Northrop Memorial Library.

SECTION 2: PURPOSE

The purpose of the Board of Trustees is to conduct and manage the affairs, develop policy, and promote the use of the library.

SECTION 3: MEMBERSHIP

There shall be a five member board. Trustees are elected at the annual March Town Meeting to a 2 year or 3 year term not to exceed 9 consecutive years. The librarian is an ex-officio member of the Board. Vacancies that occur mid-term shall be filled by appointment by the Select Board to complete the unexpired term. The Select Board will consider the recommendation of the remaining BNML Library trustees.

SECTION 4: OFFICERS

A Chair, Vice Chair, Secretary and Treasurer are elected by vote of the Board. The officers shall be elected each year at the first meeting following the annual March Town Meeting.

SECTION 5: PERSONNEL

The library board shall select a librarian. The board shall fix the compensation of the librarian. The Librarian, as the administrative head of the library, is responsible to the board for the operation and management of the library.

SECTION 6: MEETINGS

The Board meets at least six times a year, at a time and place chosen by the members and duly warned publicly.

1. The Chairperson with the cooperation of the board Secretary and the librarian shall develop the agenda.
2. If any Board Member is unable to attend three successive meetings he/she may be subject (at

the discretion of the majority of the Board) to a request for resignation.

3. A quorum shall be a simple majority of the Trustees. Proceedings of all meetings shall be governed by Robert's Rules of Order.
4. Other meetings may be scheduled by the Chairman or a simple majority of the Trustees.

SECTION 7: COMMITTEES

The Chairperson of the Board appoints committees as needed and their meetings will be held at the discretion of the committee chairman.

- a. The Chairman of the Board is an ex-officio member of all committees.

SECTION 8: BUDGETARY AND FINANCIAL PROCEDURES

1. The Trustees, in consultation with the Town Treasurer, will be responsible for the drafting of a budget for the calendar year in time for submission to the Town Clerk for the annual town report.
2. The Town Treasurer shall inform the Trustees of expenditures made under the current calendar year budget at their regularly scheduled meetings.
3. Unrestricted gifts may be accepted at the discretion of the Librarian. Any gift (money or materials) with any restriction must be presented to the Board of Trustees for their consideration. All gifts of materials must comply with the BNML Materials Selection Policy.
4. The Board will authorize the annual payment of dues for its members in the Vermont Library Trustees Association and any other State or National organization as deemed appropriate by majority vote of the Board.

SECTION 9: AMMENDMENTS

These By-Laws may be amended by a two thirds majority vote of the members of the Board, provided that the proposed amendment shall have been included in the notice of the meetings.

Revised On:

Approved by the Library Board of Trustees:

Laura Julwiler 6/21/18

Peter Burns 6-21-18 PETER BURNS

Susan Levent Magnan 6-21-18

Janet Anhalt 7/19/18

Janet Fullstrom 7/19/18