

# Bylaws of the Canterbury Public Library Board of Trustees

## ***Canterbury Public Library Mission Statement***

The Canterbury Public Library is dedicated to providing Canterbury residents with a comfortable space from which they can freely access ideas and information in a variety of formats to: educate our youth; create young readers; assure an informed citizenry; encourage the free flow of ideas and diverse viewpoints; promote lifelong learning; nurture a love of literature; and spark the imagination and creativity of all so that future opportunities and problems can be met with confidence and optimism

## **ARTICLE I: NAME**

### **Section 1.**

This organization shall be called the Board of Trustees of the Canterbury Public Library, existing by virtue of Connecticut General Statutes Chapter 146 Section 9-207 and Chapter 190 Sections 11-20 and 11-21 (see Appendix 1), and by an ordinance to establish a Canterbury Public Library and Board of Trustees, passed on November 20, 1998 (see Appendix 2).

## **ARTICLE II: MEMBERSHIP**

### **Section 1.**

The Board of Trustees shall consist of nine (9) members. The members' terms are staggered, so that three (3) are elected at each biennial election of the Town of Canterbury to serve for a term of six (6) years. All members of the Board of Trustees must be residents of Canterbury.

### **Section 2.**

All Board members will be expected to sign a standard agreement that outlines their qualifications and code of ethics (see Appendix 3). It is a member's sworn and legal obligation to attend all meetings. If unable to attend regularly, s/he will be expected to resign so that someone else can be appointed to serve until the next municipal election.

### **Section 3.**

Upon the resignation of a member of the Board of Trustees, the Board Chairperson 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. Upon selection, a candidate must take the oath of office at the Town Hall before performing any duties of the office.

## ARTICLE III: OFFICERS

### Section 1.

The officers shall consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer, who shall be elected by the Board at the regular June meeting, every two years. In case of a vacancy in office, the Board shall elect a member to fill the unexpired term.

### Section 2.

The terms of officers shall be for two (2) years, and no person shall serve more than two (2) successive terms as Chairperson. A person who has served two (2) successive terms is eligible for reelection as Chairperson after the passage of two (2) years.

### Section 3.

If it becomes necessary for an officer to resign from his/her office, that person may do so without resigning from the board.

### Section 4.

#### ***Duties:***

**Chairperson:** Shall preside at meetings of the Board; authorize calls for special meetings; appoint committees; execute documents authorized by the Board; serve as an ex-officio member of all committees; and generally perform all duties associated with the office.) The Chairperson shall collaborate with the Board's Treasurer and standing Budget Committee, and the Library Director , in developing the annual budget proposal in time for discussion at the January Board meeting each year. Once approved by the Board, The Chairperson and Library Director shall present the budget proposal to the Town of Canterbury's Selectmen and Board of Finance in the required timeline.

**Vice Chairperson:** Shall assist the Chairperson in a manner designated by the board, and in the event of the absence or disability of the Chairperson, perform all duties of that office.

**Secretary:** Shall keep a true and accurate record of all Board meetings in a manner designated by the Board; provide meeting minutes to the Town Clerk as required by the current Freedom of Information Act Guidelines; present minutes of the previous meeting at every regular Board meeting; and perform such other duties as are generally associated with that office. S/he shall annually submit a schedule of regular meeting dates for the following year to the Town Clerk before January 1<sup>st</sup>; issue notices and agendas of all regular and special meetings to Board members, and provide notices and agendas for all Board meetings to the Town Clerk as required by the current Freedom of Information Act Guidelines.

**Treasurer:** Shall oversee all Library monies and perform such duties as are generally associated with that office. S/he shall present a report at every regular Board meeting in a manner designated by the Board; collaborate with the Chairperson, the standing Budget Committee and the Library Director in developing the annual budget proposal; and to work with the Town Treasurer when required. The Board Treasurer is subject to audit by the town's auditor.

## ARTICLE IV: MEETINGS

### Section 1.

The regular meeting shall be the fourth Monday of every month, unless otherwise specified. All meetings of the Board shall be open to the public, except when an Executive Session is being held.

## **Section 2.**

Special meetings may be called at any time by the Chairperson, or upon written request of three (3) Board members, for the transaction of business specifically stated in the call for the meeting.

## **Section 3.**

Notices, agendas, reports, and other available materials for regular meetings shall be provided by the Secretary to all members at least one week before a meeting. The Board Chairperson shall provide the Secretary with an agenda for regular meetings at least 10 days prior to the meeting. If an agenda is not available the Secretary will submit a standard format agenda (Section 5) and may subsequently submit an updated agenda as time allows. The Board Chairperson will provide an agenda for a special meeting within a reasonable time frame which will allow the secretary to meet the minimum Freedom of Information Act requirements for submission. The Secretary shall notify all members about special meetings at least twenty-four (24) hours before the meeting. In addition, notices agendas, and minutes of all regular and special meetings must be submitted to the Town Clerk in accordance with current Freedom of Information guidelines. Committee Chairpersons are responsible for submitting committee meeting notices and agendas to the Town Clerk in accordance with current Freedom of Information guidelines. Committee Chairpersons shall also provide the Secretary with a copy of all notices and agendas submitted.

The Board Chairperson may fulfill the aforementioned Secretary's duties when necessary.

## **Section 4.**

A quorum shall consist of five (5) Board members. An affirmative vote of a simple majority of the quorum shall be necessary to approve any action of the Board except the following actions, which require a two-thirds (2/3) vote of Board Members present:

- a. Amendment of the Bylaws
- b. Consideration of new business not on the agenda, subject to the provisions of the Connecticut Freedom of Information Act (see Appendix 4)
- c. Holding an Executive Session, subject to the provisions of the Connecticut Freedom of Information Act (see Appendix 4)

Meetings, at which no motions will be made or acted upon, such as committee meetings, do not require a quorum of Board members. Such meetings are nevertheless public.

## **Section 5.**

The order of business for regular meetings shall include, but not be limited to, the following:

- a. Roll call and establishment of quorum
- b. Call to order
- c. Additions to the agenda
- d. Public comments
- e. Report of the Library Director
- f. Approval of the minutes of the previous meeting
- g. Treasurer's report
- h. Committee reports
- i. Correspondence and communication

- j. Old business
- k. New business
- l. Adjournment

### **Section 6.**

The proceedings of all meetings shall be in accordance with *Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition*

## **ARTICLE V: COMMITTEES**

### **Section 1.**

The Board's standing committees include Technology, Personnel, Bylaws and Policies, Long-Range Planning, and Budget. Standing committees shall be appointed by the Board Chairperson and consist of three (3) or more Board members, including the Chairperson. If expertise is needed from outside the Board, persons who are not Board members may also serve on standing committees, provided a Board member serves as the committee chair. Standing committees can be formed or dissolved by a simple majority vote of the Board at any meeting.

### **Section 2.**

The Board Chairperson may appoint special committees of one (1) or more Board members as needed. If expertise is needed from outside the Board, persons who are not Board members may also serve on special committees, provided a Board member serves as the committee chair. A special committee shall be considered discharged upon completion of the purpose for which it was appointed and after its final report to the Board.

### **Section 3.**

All committees shall make progress reports to the full Board at the regular monthly meetings.

### **Section 4.**

No committee shall have other than advisory powers. Nor shall any committee represent itself as speaking or acting for the Board as a whole, unless such power is specifically granted by a simple majority vote of the Board.

## **ARTICLE VI: LIBRARY DIRECTOR**

### **Section 1.**

The Library Director shall have general charge of the administration of the library under the direction and review of the library Board. S/he shall be responsible for the efficiency of the library's service to the public.

### **Section 2.**

The Library Director shall attend all Board meetings.

### **Section 3.**

The Library Director shall prepare a monthly report for the library Board in a format designated by the Board. This report shall be submitted to the Board Secretary by the 10<sup>th</sup> of each month for distribution to the board prior to its monthly meeting.

## **ARTICLE VII: PROXIES**

### **Section 1.**

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

## **ARTICLE VIII: FISCAL YEAR**

### **Section 1.**

The fiscal year shall close on June 30, as per state statutes.

## **ARTICLE IX: AMENDMENTS**

### **Section 1.**

Notice of intent to consider and adopt proposed amendment(s) to the Bylaws must be stated in the agenda of any meeting at which such actions are to take place, and may not be an addition to the agenda at the time of the meeting.

### **Section 2.**

Following discussion, amendments must be passed by a two-thirds (2/3) vote of the members present. Formal adoption of amendment(s) may take place at the present or subsequent meeting.

## **ARTICLE X: ENFORCEMENT**

### **Section 1.**

These Bylaws, adopted as of June 27, 2005, and amended May 18, 2008,, shall supersede, nullify, and take precedence over any previously enacted Bylaws of the Canterbury Public Library Board of Trustees.

### **Section 2.**

These Bylaws shall be reviewed at least every three (3) years.

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David G. McKinley  
Chairperson  
Canterbury Public Library Board of Trustees  
May 18, 2008

Mission Statement Adopted July 28, 2010

## **Appendices**

Appendix 1: Connecticut General Statutes Chapter 146 Section 9-207 and Chapter 190 Sections 11-20 and 11-21

Appendix 2: An Ordinance to Establish a Canterbury Public Library and Board of Trustees

Appendix 3: Canterbury Public Library Board of Trustees Qualifications and Library Board Members' Code of Ethics

Appendix 4: Highlights of the Connecticut Freedom of Information Act