

HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
ELLINGTON, CONNECTICUT

BY-LAWS

SECTION I – MISSION STATEMENT

The Hall Memorial Library Board of Trustees continuously seeks to identify community needs to better enable it to provide, on equal terms, free service to all individuals and groups in the community. The Board recognizes that its major concern must be positive contributions toward the development of the individual as a citizen, and the removal of ignorance, intolerance, and indifference. The Board proposes that the Hall Memorial Library act as an information center and not just a storehouse for books.

SECTION II - RIGHTS AND OBLIGATIONS

MEMBERSHIP:

The Board shall consist of six (6) members, each of whom shall be elected to a term of four (4) years. Three (3) members shall be elected at each biennial municipal election.

DUTIES:

The Library Board shall:

- a) Establish, and periodically review, the policies of the library and the rules and regulations for its operation.
- b) Select and employ a Library Director.
- c) Authorize the employment and compensation of all employees of the library upon recommendation of the Library Director.
- d) Submit annually, a budget for the ensuing year at such time and in such form as the Town Charter may prescribe.
- e) Be responsible for planning, controlling, and approving the disbursement of all funds appropriated to the Hall Memorial Library or accruing to it from other sources.
- f) Accept gifts, bequests, and endowments upon conditions connected with such offerings, provided such conditions will not in any way limit the free and equal use of the library. Such conditions, if any, will not abrogate the responsibilities of the Board as contained in the by-laws unless agreed to by the Board.
- g) Establish rules and regulations concerning the acceptance, sale, donation, or other disposition of library books and property.
- h) Establish rules and regulations for the use, care, and maintenance of the building and property.
- i) Select and employ a recording secretary to keep a true and accurate record of the proceedings at board meetings, a copy of which shall be on file at the library, and in the Town Clerk's Office in compliance with State of Connecticut and town regulations.
- j) Annually review and recommend changes to the by-laws.

## OFFICERS:

The officers of the Board will consist of a Chair, Secretary, and Treasurer. Their term of office shall be two (2) years, with the election being held at the annual meeting in the odd numbered years.

The Chair shall:

- a) Preside at all meetings.
- b) Appoint all committees.
- c) Perform such other duties as customarily pertain to the office of Chair.
- d) Issue notice of all regular and special meetings to the members and Town Clerk.
- e) Designate a member in addition to the Treasurer to review bills and sign checks.

The Secretary shall:

- a) Act as Chair in event of the Chair's absence.

The Treasurer shall:

- a) Review all bills submitted for payment.
- b) Sign checks.
- c) Keep a true and accurate record of receipts and expenditures of all monies and report at each regular meeting of the Board.

## MEETINGS:

- a) Regular meetings of the Board shall be held on the second Tuesday of each month except July and August.
- b) The annual meeting shall be held at the regular December Board meeting.
- c) All meetings will be open to the public unless the chair, or any member, requests an executive session.
- d) Special meetings of the Board may be held at the call of the chair, or of any two (2) members of the Board, provided at least forty-eight (48) hours notice is given to all members, except in the case of a true emergency.
- e) A quorum for the transaction of any business shall consist of four (4) members of the Board.
- f) Robert's Rules of Order will govern the parliamentary procedures of the Board.

## AMENDMENTS:

The by-laws of the Board may be amended at any regular meeting provided such amendment was proposed at a previous regular meeting.

## SECTION III - LIBRARY HOURS

The Library Director, with the approval of the Board, shall set the hours the library is open to the public.

## SECTION IV - TYPE AND QUALITY OF LIBRARY MATERIALS

The Board of Trustees has adopted the American Library Association's Bill of Rights, the Freedom to Read Statement, and The Freedom to View Statement.

It is the function of the Hall Memorial Library to provide materials for all ages from preschool through maturity. To fulfill this purpose, the library endeavors to maintain a carefully selected collection of representative books and other print and non-print materials of permanent value and of current interest. The Board will establish and adopt a Collection/Materials Selection policy.

#### SECTION V - EXPENSES FOR STAFF & TRUSTEES

A Board or staff member will have expenses such as admission, meals, etc. paid in full when attending approved library conferences or workshops. They will also receive a mileage allowance when on library business. The Town of Ellington determines the mileage allowance.

The foregoing were accepted and approved by the Board of Trustees at the meeting held on March 13, 2012.

Addenda:     The Library Bill of Rights  
                  The Freedom to Read Statement  
                  The Freedom to View Statement