

STAFFORD PUBLIC LIBRARY BOARD
BY-LAWS

ARTICLE 1 - NAME

The name of the organization will be known as the STAFFORD PUBLIC LIBRARY BOARD; hereafter known as the BOARD.

ARTICLE 2 - MEMBERSHIP/RESPONSIBILITIES

SECTION 1: BOARD MEMBERSHIP

1. The BOARD will consist of five members who will be appointed for a period of three years.
2. The officers of the BOARD will be a Chairperson, a Secretary, and a Treasurer. They will be elected at the January meeting and will hold office for a term of one year.
3. The Chairperson will preside at all meetings, appoint all committees, serve as an ex-officio member of all committees, authorize calls for special meetings and generally perform the duties associated with that office.
4. The Secretary will keep a true and accurate account of the proceedings of the meetings. The Secretary will act as Chairperson in the event of the Chairperson's absence.
5. The Treasurer will ensure an accurate record of receipts and expenditures of town funds and report at each regular meeting of the BOARD.
6. The members of the BOARD are encouraged to attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
7. The BOARD will make use of the services of the Connecticut State Library and the Association of Connecticut Library Boards, Inc.

SECTION 2: BOARD MEETINGS

1. Regular meetings will be held on the 2nd Thursday of each month except July and August.
2. Special meetings will be held at any time at the call of the Chairperson, provided that the Town Clerk is notified twenty-four hours in advance of such special meeting.
3. Each member will attend a minimum of 70% of all meetings

annually. Members who are unable to do so under ordinary circumstances, will be asked to submit their resignation to the Chairperson.

4. A quorum at any meeting will consist of a majority of the existing BOARD.
5. Robert's Rules of Order will govern in the parliamentary procedure of the BOARD.

ARTICLE 3 - PURPOSE

1. The BOARD will recommend the appointment of the Library Director to the Board of Selectmen.
2. The BOARD will recommend the dismissal of the Library Director to the Board of Selectmen.
3. The BOARD will conduct an annual review and evaluation process with the Library Director.
4. The Library Director will be considered the administrative officer of the library under the review and direction of the BOARD.
5. The library's policies will be reviewed periodically by the BOARD.
6. The BOARD will establish policy concerning the acceptance, sale, donation or other disposition of library materials and property.
7. The BOARD will ensure that the library has a long range planning process that considers the library's strengths and weaknesses and can be implemented and evaluated. The process will include input from the staff, community, Friends of the Library and the Library Association.
8. The BOARD will ensure that the library has an active marketing program and provide input for its development.
9. The BOARD will be familiar with the local, state and federal library laws as well as pending library legislation.
10. The BOARD will prepare and submit an annual budget to present to the Board of Finance.
11. The BOARD will be responsible for the approval and disbursement of town funds.

12. The BOARD will ensure the care and maintenance of the building and property.

ARTICLE 4 - MISCELLANEOUS

1. Amendments to the by-laws may be proposed at any regular meeting, but will become effective only after a majority vote at a subsequent meeting.

Date approved _____