**South Londonderry Library Association**

**Board of Trustee By-Laws**

Preamble

Purpose of the Library Association shall be to acquire and preserve the literature, history, culture, and other related works of all the peoples for the education and enjoyment of present and future generations.

Mission: The mission of the South Londonderry Free Library is to foster opportunities for lifelong learning by providing open access to a wide range of materials and services for people of all ages in our rural communities.

Article I Name

The library shall be known as the South Londonderry Library Association, Incorporated.

Article II Members

The Association shall consist of people from the communities which the library serves.

Article III Trustees and Officers

1. The Association shall be governed by a Board of Trustees consisting of minimum of 5 and maximum of nine members whose responsibility shall be (but not limited to) to set policies for the operation of the library, to maintain a fiscally sound corporation, to assess the needs of the community, to plan the future of the library, and to hire a librarian and such employees as are necessary for the efficient operation of the library.
2. Eight trustees shall be elected from the Association: the ninth shall be elected at a town meeting of the town of Londonderry. The elected ninth member shall report to the Select Board bi-annually.
3. All trustees shall be elected for a term of three years and may not be eligible for more than two consecutive terms. Three members shall be elected by the Association each year in two consecutive years: in the third year, two shall be elected by the Association and one elected by the town of Londonderry and report to them bi-annually.
4. The officers of the Association shall consist of President, Secretary, and Treasurer. Officers shall be elected from the Board of Trustees, with the exception of the Treasurer who may be elected at large and may serve for an undetermined number of years.
5. At the first meeting following the Annual Meeting, the Board of Trustees shall elect the officers who shall serve for one year or until their successors are elected.
6. Vacancies occurring by resignation from the Board of Trustees may be filled by election at any regular meeting, for the balance of the term vacated.
7. If a trustee shall fail to attend three consecutive meetings with an excuse accepted as satisfactory by the Board, the trustee shall be deemed to have resigned and the vacancy shall be filled. A trustee may be removed with cause by three-quarters vote of a quorum at any regular meeting
8. The Trustees shall read and sign the Public Library Trustee Ethics Statement (attached) Every Trustee shall make a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity. (United for Libraries Public Library Trustee Statement)

Article IV Meetings

1. Meetings shall be conducted under Robert’s Rules of Order, revised.
2. Five Trustees shall constitute a quorum for the transaction of business. If a meeting is held without a quorum present, it should be so noted in the minutes.
3. The Annual Meeting of the Association shall be held in June at such time and place as the Trustees decide.
4. All meetings of the Board are open to the public, with the exception of executive sessions.
5. Special meetings of the Association and special meetings of the Board of Trustees shall be called by the President, or at the joint request of three members of the Board of Trustees.
6. The Board of Trustees shall meet a minimum of six times a year and as needed.

Article V Duties of the Officers and Trustees

In general, the Director carries out the day to day operation of the library consistent with the policies set by the Board of Trustees.

1. The President shall preside at all meetings and shall be an “ex-officio” member of all committees. He/she will send out advance notice of all board meetings, stating their purpose. The President is the primary contact between the Library Director and the Board.
2. The Secretary, shall provide assistance to the officers and trustees. The Secretary will keep the minutes of meetings. The Secretary shall keep all record of business and transactions of the Association, except those assigned to the Treasurer.
3. The Treasurer shall have charge of all cash and invested funds of the library (except those managed by the Trustees of Public Funds). These normally consist of petty cash (in the hands of the Librarian), a checking account, credit cards, and investments. The Treasurer shall receive all invoices and make payment in accordance with the policies established by the trustees. The Treasurer, with assistance of a certified accountant, will keep full and accurate records of all accounts and funds and shall report to the trustees as requested; and shall file all tax returns, state forms, etc. as required by law or by the trustees. The Treasurer shall handle all payroll items, file all reports in a timely manner as required by law and shall deposit all funds promptly as received.
4. The Library Director

The Library Director shall be responsible for the overall smooth operation of the Library including supervision of volunteers or employees. The Director is responsible for staffing the Library during posted hours and should work to expand access to the Library facilities. The Director shall be responsible for informing the public/patrons of programs and activities and shall provide a report to the Board of Trustees at each of the meetings. The Library Director shall have a credit card to purchase books and miscellaneous office supplies.

Article VI Committees

The President shall appoint committee chairmen from the Board of Trustees

The standing committees shall be:

1. Financial committee: Shall ensure that proper kinds of insurance are obtained, to advise the Treasurer on investments (other than those managed by the Trustees of Public Funds), and to plan for a fiscally sound future for the library. The Treasurer is a member of this committee.
2. Building committee: Shall recommend to the Trustees a maintenance schedule necessary for the safety and upkeep of the building. In addition, this committee will provide long range planning for the library facility.
3. Nominating committee: All members of the Board of Trustees shall suggest replacements in the case of vacancies.
4. Fundraising committee: All members shall be responsible for suggesting ways to fundraise.
5. Other committees: shall be created as the need arises.
6. All committees shall meet quarterly and as needed.

Article VII Basic Collection

The library shall maintain a basic collection. The procedure and details are outlined in the library policies.

Article VIII State Law

It is the intent of the Trustees that these by-laws conform to Vermont State laws as they pertain to libraries

Article IX Amending the By Laws

These by-laws may be amended at the annual meeting or at a special meeting for that purpose.

Article X Fiscal Year

The fiscal year shall be from January 1st to December 31st.

Article XI

These by-laws, once approved, supersede all previous by-laws. The by-laws shall become effective on the date they are signed by the Trustees.

Trustees of the Association:

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Date adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

February 2001, June 2014, February 2023