

## Trumbull Library System Board of Trustees By-Laws

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## **Article 1: The Trumbull Library System**

### **1.1. Branches of the Libraries**

- The Trumbull Library System (hereafter referred to as the Library) is comprised of the Main branch located at 33 Quality Street and the Fairchild-Nichols Memorial Branch located at 1718 Huntington Turnpike, both in Trumbull, CT. The Fairchild-Nichols Branch day-to-day management and all policies are determined by the Trumbull Library System.

### **1.2. Library Mission**

- The Trumbull Library System strives to be the cultural center of our community. It provides a place for the discovery of ideas, the joy of reading and the power of information. Community needs drive our services, and we take great interest in ensuring that those services are delivered in a welcoming, convenient, and responsive manner to enrich lives and build community.
- Mission Statement:
  - *The Trumbull Library is the community's primary information, cultural, and civic destination.*

### **1.3. Library Vision Statement**

- Vision Statement:
  - *The Trumbull Library is the place where our community comes to meet, read, learn and discover the world.*

## **Article 2: Board of Trustees**

### **2.1. Function of the Library Board of Trustees**

- The Board of Trustees serves as the policy-making body and key library advocacy group of the Library. The Boards of Trustees are responsible for the recruitment, orientation, and annual performance evaluation of the Library Director, supporting and defending budget requests, and advocating for adequate funding for the needs of the library.

### **2.2. General Qualifications for a Board Trustee**

- The position of Board Trustee requires an individual who is committed to the mission of the Trumbull Library System and who has the adequate time and interest to devote to the duties of a Board member and who possesses the willingness to be a strong and vocal advocate for the Trumbull Library.

### **2.3. Ethics**

- The Board of Trustees subscribes to the Town of Trumbull Code of Ethics.

### **2.4. Duties and Responsibilities**

- Adhere to the Town of Trumbull Code of Ethics.

- Adhere to the mission of the Trumbull Library System in association with the American Library Association Bill of Rights.
- Determine and adopt written policies that govern the operations of the Library aligned with the American Library Association.
- Serve as an advocate for the Library.
- Participate in a thorough orientation of the library's programs and services, with a minimum of one hour with the Library Director.
- Actively participate in fundraising programs for the benefit of the Library and act in partnership with the Friends of the Library.
- Recruit the Library Director and provide a thorough orientation to the Director.
- Maintain a bi-annual performance appraisal process for the Library Director.
- Participate as a working Board member by serving on committees.
- Complete tasks assigned in a timely fashion.
- Attend Library-sponsored events whenever possible.
- Have a good working knowledge of the Library's budget and funding sources.
- Review and provide feedback on the proposed annual budget of the Trumbull Library System.
- Participate in continuing education opportunities.
- Ensure ongoing planning for the Library.
- The requirement addressing attendance at meetings and possible removal from the Library Board are governed by Chapter VII, Section 25(D) of the Town Charter.

## **2.5. Knowledge, Skills, and Abilities**

- Possess interest in the Library and giving back to the community.
- Possess thorough knowledge of the mission and operations of the Trumbull Library System and the American Library Association.
- Possess the ability to communicate effectively.
- Willingness to be a strong advocate for the Library.
- Subscribe to the policy of working as a team player.
- Demonstrate initiative and creativity in planning for the future of the Library.
- Possess the specific skills and experience required by the Board.

## **2.6. Process for Appointment**

- The Trumbull Library Board of Trustees is an appointed Board. Each Trustee is appointed for a period of three years by the First Selectman or appointed to complete the term of an appointed member who cannot complete the term of appointment. All appointments are made in accordance with the provisions of the Charter of the Town of Trumbull governing minority representations on Boards and Commissions. Two of the members are appointed by the First Selectman upon the recommendation of the governing body of the Fairchild-Nichols branch.
- Trustees may recommend individuals for appointment to the Board to the First Selectman's office when a vacancy occurs. The Trustees will, to the extent possible, suggest candidates who can bring the following skills to the Board: Finance, Marketing, Fund Raising, Facilities Management, Legal, Technology, Human Resources, Governance and Public and Community Relations.
- The Trustee selection follows the Town of Trumbull Board & Commission Volunteer Application process.

## 2.7. Orientation

- Upon appointment and approval, new Trustees should participate in an orientation of the library's programs and services. The Trustee should ensure familiarity with:
  - *Description of board members' responsibilities.*
  - *Descriptions of duties of officers and committees.*
  - *Annual calendar with program and fiscal planning schedules.*
  - *List of board members, names, addresses, phone numbers and terms of office.*
  - *By-laws of the board.*
  - *Minutes of previous board meetings, especially those of the previous year.*
  - *List of suggested resources and library policies (e.g., publications and organizations).*
  - *Personnel.*
    - *Organizational chart for the library including position descriptions.*
    - *Staff list, titles, and responsibilities.*
    - *Brief biography of the Library Director.*
    - *Procedures for evaluation of the Library Director.*

## Article 3: Executive Board and Committees

### 3.1. Executive Board and Officers

- The Executive Board and officers have defined duties and powers for each office.

### 3.2. Duties of the Executive Board

- Chairperson:

- *Prepare the agenda for the monthly meeting with the Director.*
- *Chair the monthly meeting of the Board of Trustees per Robert's Rules of Order.*
- *Attend meetings with town officials and other groups or individuals who have requested a meeting, or when requested by the Director.*
- *Support a professional relationship with the Friends of the Library.*
- Vice Chairperson:
  - *Fulfill the duties of the Chairperson when the Chairperson is unavailable.*
  - *Assist the Chairperson's roles and responsibilities when requested.*
  - *Learns and prepares to accept the future responsibilities and duties as Chairperson.*
- Treasurer:
  - *The Treasurer will have the responsibility (for oversight in) for investing all Board, Trust, and discretionary funds to achieve the highest possible rate of return that also recognizes the importance of safety and preservation of principal amounts.*
  - *The Treasurer may have the authority to approve an expenditure of discretionary funds up to \$1,500 as needed, by the Library Director. It would be reported in the standard monthly report.*
  - *The Treasurer will also review budgets for fundraising events and review the results of the fundraising effort, for final review and approval by the Library Board.*
  - *In conjunction with the Assistant Director, the Treasurer shall prepare a monthly report.*
  - *Will partake in any ad hoc finance committees.*
  - *In the absence of the Treasurer, the Chairperson or Vice-Chairperson may perform the duties.*

### **3.3. Election of Executive Board**

- The Nominating Committee for the election of the Chairperson, Vice Chairperson, and Treasurer shall consist of three (3) members of the Board and will be appointed by the Chairman at the December meeting and elections will take place at the following January meeting.
- The Chairperson, Vice-Chairperson, and Treasurer are elected for a one-year term at the January meeting to commence services for the period of February through January of the following year. Generally, the commitment is to serve for 3 consecutive years.

### **3.4. Committees**

- Committees are created on an ad hoc and by needs basis temporarily for circumstances, situations, or tasks. Service on these is voluntary and agreed upon by the Board of Trustees to serve specific requirements as discussed within the Board of Trustees. Examples include the

Financial subcommittee and By-laws and Policy subcommittee. Committees conduct the research and bring forth recommendations for approval by the Board of Trustees.

## **Article 4: Meetings**

### **4.1. Meetings**

- The meetings are called to order per Robert's Rules and all aspects of the meetings adhere to Robert's Rules.

### **4.2. Standard Meetings**

- The Trumbull Library Board of Trustees will meet monthly on the 2nd Wednesday of each month. The meetings will commence at 7:00 p.m. in the Kiwanis Conference Room unless the Director has designated another room for the meeting.
- A standard meeting date may be changed by a majority of the Trumbull Library Board.
- The Library Board Clerk will notify the Town Clerk and the webmaster of the date of each meeting and furnish a copy of the agenda with the notice at least 48 hours prior to every meeting.
- A copy of the minutes and all reports shall be emailed or mailed to the Board members no later than the Friday before the Wednesday Board meeting.
- Motions from the meeting of the Board must be filed at Town Hall and on the Town website within 48 hours.
- Board meeting minutes are to be filed at town hall and on the Town website within one week after each meeting.
- Members of the public may attend all meetings of the Board. The Chairman will provide time before each meeting for public comment in accordance with the Public Comment Protocol.
- Executive sessions may be held upon a 2/3 vote in accordance with the Connecticut Freedom of Information Act.

### **4.3. Special Meetings**

- Special meetings of the Board may be called by the Chairperson, or upon the written request of three Trustees. No business shall be transacted other than stated in the notice.

### **4.4. Conduct of Meeting**

- The Chairperson shall preserve order and decorum and decide questions of order.
- In the case of disturbance or disorderly conduct, the Chairperson shall have the power to:
  - *(1) remove the offenders, (2) clear the boardroom of all spectators, or (3) suspend or adjourn the meeting.*

### **4.5. Remote Meetings**

- Remote meetings may be held in accordance with State law. The library board will be assisted in this process by the Town's IT Department, where links will be posted on the town website links will also be emailed directly to the library trustees, director, and recording secretary.

#### **4.6. Quorum**

- A quorum for each scheduled meeting shall consist of at least five (5) members of the Board.

### **Article 5: Library Policies**

#### **5.1 Library Policies**

- Additional Library Policies and Procedures are available via the Library website.

### **Article 6: Changes to the By-Laws**

#### **6.1. Changes to the By-Laws**

- Changes to the By-laws may be made only if advance written notice is given, and "2/3 vote of those voting, a quorum being present." (Robert's Rules of Order)
- In accordance with the General State Statutes of Connecticut, Section 11-21, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules, and regulations for the government of the library and reading room.
- A committee should be called to review the by-laws every three years.

**Reviewed and Amended by Trumbull Library System Board of Trustees – July 12, 2023.**