

Trumbull Library System Board of Trustees BY-LAWS

The Trumbull Library Board of Trustees is an appointed Board. Each member 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.

The Chairman and Vice-Chairman are elected at the January meeting to serve for the period of February through January of the following year. After completing three (3) one (1) year terms, the Chairman shall not serve as Chairman or Vice-Chairman for a period of the following three (3) years. The Vice-Chairman, after completing three (3) consecutive one (1) year terms, shall not serve as Vice-Chairman for a period of the following three (3) years.

The Treasurer is elected at the January meeting to serve for the period of February through January of the following year.

The Nominating Committee for the election of the Chairman, Vice Chairman, 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.

A Committee to recommend individuals for appointment to the Board will consist of three (3) members of the Board and be appointed by the Chairman at the January meeting. The Committee will forward suggested names of candidates to the First Selectman and the appropriate political party when a vacancy occurs. The Committee 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.

Basic Function of the Library Board of Trustees

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

Specific Duties and Responsibilities

- To participate in a thorough orientation of the library's programs and services
- To recruit the Library Director and provide thorough orientation to the Director
- To maintain an annual performance appraisal process for the Library Director
- To subscribe to the Library Board Code of Ethics
- To attend Board meetings prepared to discuss agenda items

- To participate as a working Board member by serving on committees
- To complete tasks assigned in a timely fashion
- To determine and adopt written policies to govern the operations of the Library.
- To serve as an advocate of the Library
- To attend Library sponsored events whenever possible
- To have a good working knowledge of the Library's budget and funding sources
- To approve the proposed annual budget of the Trumbull Library System
- To actively participate in fund raising programs for the benefit of the Library
- To participate in continuing education opportunities
- To ensure on-going planning for the Library
- To attend a minimum of 75% of scheduled meetings per year.

Knowledge, Skills and Abilities

- Possesses thorough knowledge of the mission and operations of the Trumbull Library System
- Possesses 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 planing for the future of the Library
- Possesses the specific skills and experience required by the Board

General Qualifications for a Board member

The position of Board member 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.

Duties of the Officers

Chairman:

- With the assistance of the Director, prepare the agenda for the monthly meeting
- Chair the monthly meeting of the Board of Trustees
- Present the annual Library budget to the appropriate town officials
- When requested by the Director, to attend meetings with town officials and other groups or individuals who have requested a meeting

Vice Chairman:

- To fulfill the duties of the Chairman when the Chairman is unavailable

Treasurer:

- The Treasurer will have the responsibility 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 any expenditure of \$250.00 or more from all available Board of Trustee funds or other funds that have not been appropriated by the Town of Trumbull as part of the annual budget.
- The Treasurer will also review budgets for fundraising events and review the results of the fund raising effort, for final review and approval by the Library Board.

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.
- The normal meeting date may be changed by a majority of the Trumbull Library Board.
- The administrative assistant will notify the Town Clerk of the date of each meeting and furnish a copy of the agenda to the Town Clerk's Office.
- A copy of the minutes and all reports shall be e-mailed 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 within 48 hours.
- Board meeting minutes are to be filed at town hall within one week after each meeting.
- Members of the public may attend scheduled meetings of the Board. The Chairman will provide time before each meeting and at the end of each meeting for public comment.
- Executive meetings may be held as outlined in the Connecticut General Statutes covering the Connecticut Freedom of Information Act.

Quorum

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

Changes to the By-laws may be made only if:

1. Advance written notice is given, and
2. "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 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room".

Reviewed and Amended by Trumbull Library System Board of Trustees ~ April 13, 2016