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**Chaplin Public Library  
Chaplin, Connecticut**

**Bylaws of the Board of Trustees**

**I – Name and Affiliation**

The name of this organization shall be “The Board of Trustees of the Chaplin Public Library of Chaplin, Connecticut.”

The Library Board of Trustees is an elected board of the town of Chaplin, charged with overseeing the operation of the Chaplin Library.

The Library is funded by the town of Chaplin and various other fundraising activities. The latter are deposited in the Special Revenue account for the Library. Bills are paid by the Town Accountant from money allotted to the Library budget.

**II – Mission**

We endeavor to enrich the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth, and enjoyment.

**Chaplin Public Library Collection Development Policy**

The Chaplin Public Library strives to develop and maintain an environment that will provide print, non-print, multimedia, and electronic resources to meet the needs of the community. The Library extends its services and resources by continued development of technology for outreach. The Chaplin Library strives to provide unrestricted access to resources to its patrons and fully supports the American Library Association’s Bill of Rights Freedom to Read and Freedom to View principles. The Chaplin Library promotes intellectual freedom and does not practice censorship. The Chaplin Library uses specific criteria for acquisitions of materials, which are also used to determine acceptable guidelines regarding donations to the collection. The Library pledges to act as a partner in education and to complement and augment the resources of the Chaplin Public School System.

**III – Board of Trustees**

The following process is defined in state statute and by town ordinance. Election to membership to the Board of Trustees is by town election. Every two (2) years one third (1/3) of the membership will be up for election for a term of six (6) years. The Board of Trustees consists of nine (9) members. Any resignation of a member of the Board should

be submitted, in writing, to the Chairperson of the Board of Trustees and the Town Clerk, who in turn, according to town ordinance, will notify the First Selectman, in writing, that a vacancy exists. The Board has thirty (30) days to fill the vacancy. If the Board does not act within 30 days, the Board of Selectmen will then act to fill the vacancy.

#### **IV - Roles and Responsibilities of the Board of Trustees**

An effective public library board of trustees consists of informed and dedicated citizens. The board fulfills ethical, legal, and fiduciary responsibilities by:

1. Employing a qualified library director and understanding the director's roles and responsibilities.
2. Setting service-oriented library policies which uphold the principles of equal access to information and the free exchange of ideas.
3. Adopting written policies including but not limited to: Personnel, Collection Development, Circulation, Confidentiality of Records, Materials Selection, Handling of Complaints, Patron Behavior, Meeting Room Use, Displays, Public Relations, and Utilization of Volunteers.
4. Working to secure an appropriate funding level for facilities, technology, hours of operation, collections and staff.
5. Guiding the management and maintenance of library facilities and assets and expending financial resources judiciously.
6. Reviewing the current status of the Library budget every quarter, (September, December, March, and June).
7. Knowing and observing applicable municipal, state and federal laws and regulations that affect Library operation, such as minimum wage, hiring practices, criminal theft of library materials, privacy, Freedom of Information Act (FOIA), etc.
8. Working with the director to develop and implement a written plan for maintenance and improvement of library services.
9. Evaluating annually, the performance of the Library Director using the Evaluation process outlined in the Personnel Policy. (Refer to Personnel Policy for hiring process for Library director.)
10. Read board meeting minutes and other materials sent out before the board meeting.
11. Ensure that meeting records are kept on file and that the "Policy Manual" is kept current for access by the public and volunteers.

The Board, at their November meeting, shall review the state calendar and confirm the holiday hours and meeting dates for the coming year. The following holidays will be considered: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, Dec 24<sup>th</sup> and Christmas.

## **New Library Board Trustee's responsibility**

Become informed about the structure of the board and the needs of the Library in relation to the community:

- Responsibilities and expectations
- Library and board goals and long range plans
- Library and board accomplishments
- Trustee roles in relationship to the library director
- Library's relationship to the Connecticut State Library, the Association of Connecticut Library Boards, Connecticut Library Association, Connecticut Library Consortium and network consortium (if applicable)

## **V – Library Staff**

The Board shall appoint a Library Director who shall be the administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director and Board of Selectmen shall be responsible for hiring staff. The Library Director shall be responsible for:

- Direction and supervision
- Care and maintenance of library property
- Selection of books and materials in keeping with the stated policy of the Board
- Efficiency of library services to the public
- Financial operations within the limitations of the budget.

## **VI – Officers**

The Board shall elect the following officers:

- Chairperson
- Vice Chairperson

*Officers as defined in state statutes shall serve a term of one year, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees in November unless there is a vacancy or resignation from the board.*

## **Duties of Officers**

### **Chairperson**

1. Preside over and conduct meetings of the members of the Board of Trustees.
2. Authorize calls for special meetings.
3. Appoint special committees and be an ex-officio member of all committees.
4. Act as a liaison with the town.
5. Create and approve agenda for the next month's meeting.

**Vice Chairperson**

1. Perform the duties of the Chairperson in his/her absence.
2. Assist the library director in the orientation of new Board members, ensuring they receive copies of pertinent documents, e.g., ACLB Trustee Manual, By-laws, Personnel Policy and Job Descriptions, and have an opportunity to review the documents with opportunities for clarifications/explanations.

**Staff: Recording Clerk**

1. Record attendance at all meetings.
2. Produce a true and accurate record of all meetings of the Board of Trustees for distribution to Board members. Send original minutes to the Town Clerk and the Board within seven days after each meeting. File votes with the Town Clerk within 48 hours after each meeting.
3. Send the minutes to the Board, who will review them for approval.
4. Send the approved agenda to the entire Board and Town Clerk one (1) week prior to the scheduled meeting.
5. Provide the Town Clerk with an agenda to be posted at the Town Hall within 24 hours of the scheduled meeting.

**VII- Meetings**

In November, the Board of Trustees will determine meeting dates for the upcoming year. Special meetings will be held at the call of the Chairperson or by written request of three (3) members to the Chairperson. The Board of Trustees is a "public agency" and must comply with Chapter 14 (Freedom of Information Act) of the Connecticut General Statutes. See the Appendix for the state statute.

1. Every meeting must have an agenda filed in the Town Clerk's office at least 24 hours before the meeting is to be held.
2. Special meeting agendas must specifically state each item to be discussed and it is only those items that can be discussed. Additions to the agenda are not permissible.
3. Executive Sessions: Certain portions of meeting may be closed to the public by a vote of 2/3 of the members present and voting. This vote must be conducted at a public session. These executive sessions can only be used for specific purposes, such as litigation or personnel matters. The motion to go into executive session must state the purpose of the session. No motions or votes can be taken during executive session. These must occur in the public portion of the meeting. (See Appendix for state statute - Freedom of Information Act)
4. The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session. The minutes will indicate the time the executive session began and ended. Motions would be offered after the executive session ends.
5. A quorum shall consist of five (5) members (one member over half).
6. *Robert's Rules of Order* is the governing authority for the conduct of meetings.

### VIII- Committees

1. The Board shall appoint work teams to address issues and topics that emerge.
2. A Personnel Committee shall be established yearly to include the Chair and two (2) Board members who volunteer to serve or are selected by the chair. The Personnel Committee will be appointed annually at the February meeting.
3. No committee Chair, Vice Chair, or member of a committee shall authorize any expenses not listed in the Library Board budget without the approval of the Board of Trustees.
4. The Personnel Committee is responsible for implementing the Performance Appraisal Process and the accompanying evaluation documents adopted by the Board of Trustees on June 30, 2008. See Appendix A for documents.

### Board of Trustee Calendar

Quarterly budget report by director	September, December, March, and June,
Submit annual report to the Board of Finance	January/February
Set meeting calendar for upcoming year	November
Director presents "goal" status report	January
Appoint Personnel Committee	August
Distribute Library director Performance Review Form to Board members	September
Personnel Committee works with the Board to summarize the individual board member evaluations of the Director's Performance	October
Performance appraisal of Director	October
Personnel Committee presents Director's goals to the board. Director presents the action plan and timeline for implementing goals to the Board	November

### IX – Bylaw Review

1. Bylaws should be reviewed every three (3) years, **next due in 2018**
2. Bylaw revisions should be dated.
3. Bylaws and revisions to the bylaws must be filed with the Town Clerk by the Chairperson of the Board within 30 days of approval.

**APPENDIX A**

**Library Director Job Description**  
**Assistant Director Job Description**  
**Library Director Performance Review Form**