

# **Deep River Public Library Board of Trustees**

150 Main Street, Deep River, Connecticut 06417

## **BYLAWS**

Approved January 2023

### **Article I - NAME**

1. This organization shall be known as the Board of Trustees of the Deep River Public Library.

### **Article 11 - OBJECTIVE**

1. The object of its members is to maintain a circulating library in the town of Deep River, Connecticut, and to identify and adopt written policies to govern the operations and programs of the library. The use of the library shall be free to all Deep River residents, subject only to State Statutes and such rules and regulations as the Board of Directors shall adopt from time to time.

### **Article III - MANAGEMENT**

1. This board shall consist of nine (9) Deep River residents elected by the town's legal voters at the biannual election. Each trustee shall hold office for a term of six (6) years or for any shorter period for which he/she is elected and until his/her successor is elected and qualified.
2. Any trustee who shall fail to attend three (3) consecutive regular meetings may be asked to resign from the board. Board members are asked to contact the Chairperson in the event of an absence.
3. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by approval of the Board of Selectmen, with consideration of the recommendation from the Library Board of Trustees.
4. A board member's letter of resignation shall be sent to the Town Clerk, who will inform the State authority, the town Selectmen, and the town political committees. A copy of the resignation letter shall be sent to the Chairperson of this board.

### **Article IV - MEETINGS**

1. The regular monthly meeting of the Library Board shall be held on the second Monday of each month, except July, at 7 pm at the library. If the date falls on a holiday, the meeting shall be postponed until the third Monday.
2. The Annual Meeting shall be held on the date and hour of the regular December monthly meeting.

3. Special meetings may be called by the Chairman, or upon the written request of the majority of members, for the transaction of business stated in the call for the meeting. Notice of all special meetings shall be given to all members and to the Town Clerk, by the Recording Secretary, at least 24 hours before the meeting.

4. A quorum for the transaction of business shall consist of a majority of members of the board.

5. The order of business for regular meetings shall include, but not be limited to, the following items, in this order:

Call to order

Audience of Citizens

Approval of minutes

Acceptance of the Treasurer's report

Report of the Corresponding Secretary

Report of the Library Director Reports of committees

Old Business

New Business

Adjournment

6. "Robert's Rules of Order, revised" shall be the parliamentary authority in all matters not specified by the By Laws.

7. Trustees shall recuse themselves from voting in cases of actual or perceived conflict of interest.

#### **Article V - FISCAL YEAR**

1. The fiscal year shall end on June 30.

2. The library shall be maintained by funds appropriated by the Town of Deep River, the State of Connecticut, donation of moneys for general and specific items and donations of books.

3. The annual budget request shall be presented by the budget committee, to the board at the November meeting to be discussed and approved by the majority of the members no later than the December meeting.

4. An annual financial report for the year ending June 30 shall be rendered to the board by the Treasurer.

#### **Article VI - OFFICERS**

1. A nominating committee of one or two board members shall be formed in November of each year for the purpose of presenting a slate of officers at the December (annual) meeting, at

which time nominations may also be made from the floor. The nominating committee shall be selected from members not presently holding the offices of Chairperson or Vice-Chairperson.

2. Officers shall be elected by the board, at the Annual Meeting, to serve a term of one (1) year, and they shall be:

- Chairperson
- Vice-Chairperson
- Recording Secretary
- Treasurer
- Corresponding Secretary

The **Chairperson** shall preside at all meetings, appoint all committees, excepting the nominating committee, authorize calls for any special meetings, serve as an ex-officio voting member of all standing and special committees, present agenda to the Town Clerk's office at least 24 hours prior to the meeting to which it refers, and generally perform the duties of a presiding officer. He/she shall vote on agenda items to break a tie and file a report of each member's vote to the Town Clerk within 72 business hours of the appropriate meeting. The Chairperson will be a cosignatory, along with the Treasurer, on all library bank accounts, allowing checks to be signed during the absence or disability of the Treasurer. In Town Meetings and other public forums, the Chairperson or their designee shall be the sole speaker for the DRPL.

The **Vice-Chairperson** shall assume all duties of the Chairperson In his/her absence, and chair the personnel committee.

The **Recording Secretary** shall keep a true and accurate account of all proceedings of the board meetings, and shall have custody of the minutes and other records of the board, and shall provide copies of the minutes to the Town Clerk within seven business days of the session to which they refer.

The **Treasurer** shall have charge of the special library funds and income outside the appropriations in charge of the Town Treasurer, shall sign checks on the accounts, and shall report at each meeting on the state of the funds. At the close of each fiscal year, the Treasurer shall file the last budget request, the approved Town budget, and the June 30 Treasurer's report in the board's filing cabinet. In the event the incumbent Treasurer is not reelected, the Chairperson shall appoint an acting Treasurer. The acting Treasurer shall remain in office until the next scheduled board meeting, at which time, a Treasurer shall be elected through usual procedures.

The **Corresponding Secretary** shall conduct any correspondence directed by the board, the library Director, or the Chairperson.

## **Committees**

1. Standing committees shall be appointed, by the Chairperson, at the Annual Meeting, for a one (1) year term. Standing committees shall be:

- Budget (Chairperson, Treasurer, Library Director)
- Exhibits
- Hospitality
- House and Grounds
- Personnel (Vice-Chairperson)
- Policy
- Publicity/Public Relations

2. Special committees for the study and investigation of special problems may be appointed by the Chairperson; such committees to serve until the completion of the work for which they were appointed.

## **Article VIII- LIBRARY DIRECTOR**

1. The Library Director shall be considered the executive officer of the board and shall have sole charge of the library, under the direction and review of the board. The Library Director shall be held responsible for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all board meetings except those at which appointment or salary is to be discussed or decided. The Library Director shall be an ex-officio non-voting member of the Board of Trustees and all committees and shall not count in determining a quorum of the Board.

## **Article IX - AMENDMENTS**

1. These bylaws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the meeting agenda.

**Deep River Public Library  
Board of Trustees**

**Term:** 6 years

**Responsibilities:**

Trustees are responsible for attending board meetings, held on the second Monday of the month at 7 pm in the meeting room, except for the month of July.

The board is the governing body of the library and as such, reviews finances and general operations. The Library Director presents a report at each board meeting outlining events, activities, circulation statistics and whatever issues she considers to be of interest to the board.

There are a number of committees, including Budget, Personnel, Hospitality, House and Grounds and members are expected to participate in at least one during the course of the year. At the annual meeting in December, officers are elected, and committee assignments chosen.

Trustees are expected to participate in library activities whenever possible and in general, be advocates of the library.

Communications about Library business between Board members occurring outside of publicly posted meetings, including those by email or telephone, shall be limited to organizational details such as reminders, notices, public agendas, copies of public minutes, notification of non-attendance, etc. No decisions, votes, or commentary meant to influence votes shall be made except at a public meeting, or as temporary recommendations within a subcommittee meeting authorized by vote at a prior public meeting.