

By-Laws of the Board of Trustees
Westbrook Public Library
Amended Edition
June 2020
Adopted July 2020

ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Westbrook Public Library” existing by virtue of Title II of Chapter 190, Section 11-20 of the Connecticut General Statutes (C.G.S), and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: MEMBERSHIP

The Board of Trustees shall consist of nine (9) duly elected members whose responsibility shall be to determine the policies of the library.

The Board is divided up into staggered terms where three (1/3) members run for a six-year term until the next municipal election. The rule for Minority Representation (9-1677a) applies to the Library Board, for a nine-member board, there can be no more than six from one major party.

ARTICLE III: OFFICERS

- Section 1: The officers shall be a Chairman, a Vice-Chairman, a Corresponding Secretary, a Recording Secretary, and a Treasurer.
- Section 2: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
- Section 3: The Chairman shall preside at the meetings of the Board, authorize calls for any special meetings, appoint all special committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, is authorized to sign check requests and special gift fund transactions, and generally perform all duties associated with that office.
- Section 4: The Vice-Chairman, in the event of the absence or disability of the Chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairman until a Chairman is duly elected.
- Section 5: The Recording Secretary shall keep minutes of all proceedings of the Board; send a copy of the minutes of any of the regular or special meetings to the Town Clerk’s office within seven calendar days after meeting; send (or deliver) copies of the minutes to the Chairman, the Library Director and the staff; file monthly meeting dates for the year with the Town Clerk in January; notify the Town Clerk at least 24 hours ahead of any change in meeting dates and of all special meetings; file any agendas within 24 hours of a meeting in order for the meeting to be a

“legal meeting” where voting/action occurs; and preserve all the Board’s papers and documents.

Section 6: The Corresponding Secretary shall attend to all correspondence as the Board shall direct.

Section 7: The Treasurer is authorized to sign all check requests and special gift fund transactions with the approval of the Board. The Treasurer reviews check requests and monthly statements prepared by the Bookkeeper and the Library Director. Additionally, the Treasurer reviews and manages the investment and expenditure of special gift funds with the Library Director and in consultation with the Town Finance Director. All disbursements shall be at the direction of the Board. Check requests for library expenditures are signed by the Treasurer, Chairman, or Vice-Chairman and by the Library Director. The signed check requests are brought to the Town Finance Department for payment. In the absence or inability of the Treasurer to perform the duties of office, the Board may designate another member to act as Treasurer.

ARTICLE IV: MEETINGS

Section 1: Regular meetings shall be held in the Library monthly as scheduled at the annual meeting.

Section 2: The annual meeting and election of officers shall be held at the regular December meeting each year.

Section 3: The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

- a. Public presentation to, or discussion with, the Board.
- b. Review of the minutes of the previous regular meetings and any intervening special meeting.
- c. Financial report
- d. Library Director’s report
- e. Committee reports
- f. Correspondences
- g. Unfinished business
- h. New business
- i. Adjournment

Section 4: Special meetings may be called by the Chairman or by written request of three (3) members of the Board at least 24 hours prior to the time of such meeting.

Section 5: Executive sessions may be held by the majority vote of Board members present.

Section 6: A quorum for the transaction of business at any meeting shall consist of five (5) members present in person.

Section 7: Conduct of the meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order Revised.

ARTICLE V: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed in executive session at the annual meeting, and shall hold office at the pleasure of the Board.

Section 2: The Board shall appoint a qualified Library Director who shall be the Executive and Administrative Officer of the library on behalf of the Board and under its review and direction. The Library Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for making available to the Board upon request this selection of materials, for informing the Board on spending from special funds, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the Library Director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting. The Library Director shall attend all meetings of the Board.

ARTICLE VI: COMMITTEES

Section 1: The Standing Committees shall be elected at the annual meeting, shall report to the Board at each monthly meeting, and shall consist of: a Building Committee, a Finance Committee, and a Policy Committee.

Section 2: The Building Committee shall have charge of the building and its operation, its furniture and fixtures.

Section 3: The Finance Committee shall consist of the Treasurer and two other members. This Committee shall receive and record gifts, prepare the annual library budget and shall submit it for the consideration and approval by the Board at the February meeting.

Section 4: The Policy Committee shall keep abreast of the need for changes in and enforcement of personnel and/or other policies and By-Laws of the Library Board.

Section 5: Special Committees for the study and investigation of special issues may be appointed by the Chairman, such committees to serve until the completion of the work for which they were appointed.

Section 6: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VII: GENERAL

- Section 1: An affirmative vote of the majority of all members of the Board present in person at the time shall be necessary to approve any action before the Board.
- Section 2: These By-Laws may be amended by the vote of five (5) members but no motion for amending shall be acted upon until the next regular meeting after it has been submitted in writing.
- Section 3: Robert's Rules of Order Revised shall be used in all cases not covered by these By-Laws.