

**WOLCOTT PUBLIC LIBRARY
BOARD OF DIRECTORS**

BYLAWS

**ARTICLE I
NAME**

This organization shall be called “The Board of Trustees of the Wolcott Public Library” existing by virtue of the provisions of Title 11, Chapter 190, Section 11-21 of the General Statutes of Connecticut and the Town Charter of the Town of Wolcott.

**ARTICLE II
APPOINTMENT OF TRUSTEES**

Section 1: In accordance with the laws of the Town of Wolcott, seven trustees are appointed to the Board of Trustees. Each trustee serves a term of two years.

Section 2: Any vacancy on the Board from any cause shall be filled for the remainder of the term according to the rules governing the Library Board appointments.

**ARTICLE III
DUTIES OF THE LIBRARY BOARD**

The Library Board shall:

1. Be responsible for setting the general policies under which the Wolcott Public Library shall be operated.
2. Establish the rules and regulations for the use of the property of the Library.
3. Select and hire the Library Director as outlined in the Board Policies.
4. Submit to the mayor annually a budget for the ensuing year at such time and in such form as the mayor shall prescribe for his presentation to the Town Council for final approval.
5. Be responsible for the planning and supervising the expenditure of all funds appropriated to the Library or accruing to it from other sources.
6. Transmit an annual report to the Town of Wolcott.
7. Transmit annually other reports requested by the state library.

ARTICLE IV OBJECTIVES

The purpose of the Wolcott Public Library is to assemble, preserve and administer the organized collections of books and related educational, cultural and recreational material in order to promote the communication of ideas, to enlighten citizens and to enrich personal lives. It shall serve as a center of reliable information, a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas. The library shall support the educational, civic and cultural activities of groups and organizations and shall provide opportunity for recreation through the use of literature, music, films, and other art forms. It shall provide the opportunity and encouragement for children, young people, men and women to educate themselves continuously, and shall seek to identify community needs, to provide programs of service to meet such needs and cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.

ARTICLE V OFFICERS AND ELECTIONS

Section 1—Officers: The officers of the Library Board shall be Chairman, Vice-Chairman, Treasurer and Secretary.

Section 2—Elections: All officers shall be elected for a term of two years at the organizational meeting.

Section 3—Vacancies: Vacancies in any office, except Chairman, shall be filled by election at the next regular meeting of the Library Board. Chairman shall be elected only after all vacancies on the Board have been filled.

DUTIES

A. The Chairman shall:

1. Preside at all meeting of the Library Board.
2. Appoint all committees, subject to the approval of the Library Board.
3. Authorize calls for special meetings.
4. Have control of all matters of general administration during recesses of the Board.

B. The Vice-Chairman shall:

1. Perform the duties of the Chairman in his absence and assist him when necessary.
2. Assume the office of Chairman, in case of vacancy in that office, until a new Chairman is elected.

C. The Treasurer shall:

1. Sign all voucher requests approved by the Board of Trustees.
2. Present a financial report at each regular meeting of the Board.
3. Perform other duties incident to the office of Treasurer.
4. The Library Board shall have the authority to empower the Library Director to perform certain duties of the Treasurer as specified by the Board.

D. The Secretary shall:

1. Keep a true and accurate record of all meetings of the Board.
2. Shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.
3. Shall acknowledge all gifts received by the Library.
4. The Library Board shall have the authority to hire a clerk to perform certain duties of the Secretary as specified by the Board.

**ARTICLE VI
MEETINGS**

Section 1—Regular Meetings: The regular monthly meetings of the Library Board shall be held at the Library on the first Monday of the month.

Section 2—Special Meetings: Special meetings may be called at any time by the Chairman, or by two or more members of the Board on written request to the Chairman. The request shall state the purpose of the meeting. A notice of such a meeting must be sent to the Town Clerk within one working day.

Section 3—Quorum: A quorum for the transaction of business of any meeting shall consist of four members of the Library Board.

Section 4—An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairman may only vote to break a tie, except as provided for in Section 7 herein.

Section 5—Board meetings will be governed in accordance with Roberts Rules of Order.

Section 6—All Board members shall attend all regular and special meetings.

Section 7—The Board may, by a vote of four (4) or more members remove any member who is absent from three (3) consecutive meetings or any four (4) meetings over a twelve month period.

**ARTICLE VII
FISCAL YEAR**

Section 1—Fiscal Year: The fiscal year of this organization shall end on June 30th per Wolcott Town Charter.

Section 2—Source of Funds: The Library shall be maintained by funds appropriated by the Town of Wolcott, the State of Connecticut, donation of monies for general and specific items and donations of books and other media.

ARTICLE VIII COMMITTEES

Section 1: The Chairman shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2: All committees shall make a progress report to the Library Board at each of its meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE IX DIRECTOR

Section 1: Although not a member, per se, of the Library Board, the Director shall attend all Board meetings, except those at which the Director's appointment, reappointment, salary or dismissal is to be discussed or decided.

Section 2: The duties and responsibilities of the Director are:

- The Library Director has overall supervision of and responsibility for the Library program and is responsible for the maintenance of personnel record, planning and budgeting.
- The Library Director is the administrative head of the Library and is directly responsible to the Library Board. He/She acts in the advisory capacity of a professional librarian to the Library Board; recommends programs and policy changes; prepares the recommended annual budget for presentation to the Library Board; prepares progress reports; recommends to the Library Board all personnel actions; attends regular meetings of the Library Board except those portions of meetings at which the salary or tenure of the Library Director is discussed and the one yearly meeting held to review the Library Director's performance. The Library Director is responsible for the selection, acquisition and withdrawal of books and library materials.

**ARTICLE X
AMENDMENTS**

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present, provided such amendment was proposed at a previous regular meeting. Amendments to these bylaws made after June 2, 2014 shall include annotations.

Approved by the Library Board of Trustees
May 5, 1997

Amended June 2, 2014