

Bylaws

Waterbury Public Library Board of Commissioners

Approved - October 4, 2004
Revised - December 11, 2023

I. PURPOSE OF THE BOARD

The Library Board of Commissioners shall be the governing body of the Waterbury Public Library, with the power to make and revise bylaws, elect officers, establish the Library mission and policies, and appoint a Director for the efficient administration and operation of the Library.

The Waterbury Public Library operates under the laws of the state of Vermont (Vermont Statutes Annotated, Title 22, Chapter 3, Public Libraries). It shall have its primary location at 28 North Main Street, Waterbury, Vermont.

II. MEMBERSHIP OF THE BOARD

The Library Board is composed of five members elected for staggered five-year terms during the annual Town Meeting. Commissioners shall be legal residents of the Town of Waterbury.

Vacancies occurring between elections shall be filled by an individual appointed by the Waterbury Select Board in consultation with the Library Board. Those appointed under this procedure shall stand for election at the next annual Town Meeting to continue serving on the Library Board.

Commissioners shall abstain from deliberations and voting when a conflict of interest arises. A conflict of interest includes any matter in which a Commissioner, an immediate family member of a Commissioner, or an organization which the Commissioner is associated has a substantial financial or personal interest.

Commissioners shall be expected to attend all meetings except as they are prevented by a valid reason.

III. OFFICERS

The officers of the Library Board shall be a Chair, Vice Chair, Secretary and Treasurer. Officers shall be elected from among the members of the board for one-year terms. The election shall take place at the annual meeting, that is the first regular meeting of the Library Board after the Town Meeting.

Officers and their duties are:

CHAIR - The Chair presides over meetings of the Library Board, prepares (with information from the Library Director and requests from the Board) an agenda for each meeting, and distributes the agenda at least two days prior to the scheduled meeting. The Chair has authority to sign any documents authorized by the Board. In addition, the Chair can establish new committees and generally perform all duties associated with the office of the Chair.

VICE CHAIR - The Vice Chair performs all of the duties of the Chair in their absence and provides assistance when requested.

SECRETARY - The Secretary keeps accurate minutes of all meetings of the Library Board and distributes a draft of the minutes to members of the Board and the Waterbury Town Clerk a minimum of five days following the meeting.

TREASURER - The Treasurer is responsible for maintaining accurate records of Library finances. They shall submit a written report on financial matters at Library Board meetings.

IV. MEETINGS

The Library Board meets at least six times per year. Regular meetings are held at such times, dates and locations as the Library Board may determine. Special meetings can be called by decision of the Chair or at the request of two Commissioners. At least two days notice will be given prior to the scheduled date of a special meeting. Notice of meetings will be posted at the Waterbury Municipal Office, Waterbury Post Offices and the Library in accordance with Vermont Open Meeting Law.

The current edition of Robert's Revised Rules of Order shall govern all meetings of the Library Board except as modified herein.

The order of business at regular meetings shall be set in an agenda, which shall include a scheduled time for public comment. The Chair may adjust the order of business at their discretion to improve the efficiency or to meet the needs of a particular meeting.

A quorum is necessary to conduct business at any meeting. A quorum is composed of three or more members of the Library Board present at a meeting. A majority of those present shall be necessary to approve any action before the Board.

V. EXECUTIVE SESSION

All discussions related to personnel matters, including salaries, and all discussions of the provisions of current or possible future contracts shall be conducted in executive session.

VI. COMMITTEES

Special purpose committees may be established by the Chair. The Chair of the Library Board shall appoint committee members. Special purpose committees shall continue to function until a final report has been submitted to the Library Board. The Library Board may authorize committees to make decisions on particular matters with prior approval from the Library Board.

VII. GENERAL DUTIES AND RESPONSIBILITIES

Commissioners are responsible for hiring and supervising the Library Director; developing and approving library policies; ensure the budget provides strong support for the mission and objectives of the library; developing the Strategic Plan for library services and programs; and advocate for library services.

The Library Director shall provide a high level of professional library expertise to all operations of the library. The Library Director shall assist the Library Board in developing budgets and policies. The Library Director shall fairly apply library policies and work to fulfill the objectives outlined in the Strategic Plan. The Library Director shall hire, schedule and supervise all library staff and volunteers and maintain working relationships with the Library Board, the Town of Waterbury, community organizations and the public.

The Library Director shall attend each meeting of the Library Board and report on the state of the library.

VIII. BUDGETARY AND FINANCIAL PROCEDURES

The Library Director and the Town Manager, with the input of the Library Board, will develop a draft budget for review and approval by the Library Board. The budget is presented to the Select Board during the budget hearing.

IX. AMENDMENTS

These bylaws may be amended at any regular meeting of the Library Board by a favorable vote of a majority of the fixed membership (3), provided that a motion presenting the amendment was made and seconded at the preceding regular meeting.