GROTON FREE PUBLIC LIBRARY

By-laws of the Groton Free Public Library Board of Trustees

Article I: Purpose of the Board of Trustees

The purpose of the Groton Free Public Library Board of Trustees (the Board) shall be:

- To make policies governing the operation of the Library.
- To hire and supervise a Library Director.
- To develop a yearly budget and work for the adequate financial support of the Library in cooperation with the Library Director.
- To help the Library Director assess community needs.
- To plan for growth and improvement of Library services

Article II: Membership on the Board

Section 1: Number

The Board shall consist of a minimum of five Trustees.

Section 2: Term and Election

Trustees shall serve staggered three year terms, and are not term-limited. A Trustee's term shall begin upon election at the annual Groton Town Meeting.

Section 3: Resignation or Death of a Trustee

In the event of resignation or death of a Trustee, the Board shall recommend to the Town Selectboard the name of an individual to serve as Trustee until the next Town Meeting. A Trustee will be elected to finish any years remaining in the original term of office at the next Town Meeting.

Article III: Board Officers

Section 1: Officers

The officers of the Board shall be Chairperson, Secretary, and Treasurer.

Section 2: Term and Election

The Trustees shall elect the officers at the first regular Board meeting after Town Meeting for a term of one year, with the possibility of additional terms through annual election.

Section 3: Duties

An Officer shall perform the duties identified in the position's job description, as it may change from time-to-time as outlined in the Library's Procedures Manual.

Section 4: Authorization

An Officer may appoint another Trustee to perform some or all duties of that office from time to time.



Article IV: Meetings

Section 1: Frequency and Cancellation
The Board shall meet regularly no fewer than six times per year, as scheduled. If a meeting is to be canceled, the Library Director or Chairperson will notify all Trustees and post a notice on the Library door unless inclement weather or other safety concerns are prohibitive

Section 2: Attendance by Trustees
Trustees should make every attempt to attend all Board meetings, preferably in person or, alternatively, via telephone or video conference. If a Trustee fails to attend three or more meetings within a year, the Board shall address that Trustee's commitment and availability at the next regular meeting, time permitting. The Board shall decide if the Trustee is able to effectively fulfill their commitment to the Board and continue in their role as a Trustee. If deemed necessary, the Board shall request the Trustee to resign.

Section 3: Special Meetings
Any Trustee or the Library Director may call for a special meeting. The Chairperson will notify members as to time, place, and purpose of the special meeting. Public notice will be posted as for regular meetings.

Section 4: Conduct of Meetings
Board meetings will be run in accordance with Roberts Rules of Order and are subject to the Vermont Open Meeting Law (1 V.S.A. §§ 310-314).

Article V: Quorum
A majority of the Trustees shall constitute a quorum.

Article VI: Amendments to the By-laws
Suggested changes to the by-laws shall be distributed to the Trustees in advance of any Board meeting at which they will be discussed. Upon such discussion, the Trustees shall vote on proposed amendments no sooner than the next regularly scheduled Board meeting, unless the Trustees agree unanimously to vote on the amendments at the meeting at which they are first discussed.

Date Adopted by Board	Summary of Action
November 7, 2024	Policy extracted from larger policy, and clarifying language added.
June 8, 2021	Policy Updated