

**The Brookfield Library**  
**Board of Trustees: Bylaws**

**Article 1: Establishment**

Section 1: The Library Board of Trustees of The Brookfield Library exists by virtue of the provisions of the General Statutes of Connecticut (as amended), and the Charter of the Town of Brookfield (as amended). The Library Board of Trustees shall exercise the power and authority and shall perform the duties delegated to it under said statutes and charter, as outlined in Article 3 below.

**Article 2: Membership**

Section 1: The Library Board of Trustees shall consist of nine members appointed by the Board of Selectmen in accordance with the provisions of the town charter. All members of the Library Board will hold office for terms of four (4) years, commencing on the first Monday in February immediately following their appointments.

Section 2: A vacancy created by a Library Board member before the expiration of his or her term shall be filled by appointment by the Board of Selectmen, following written notification of such vacancy by the Secretary of the Library Board or by the Library Director. Members appointed to the Library Board under these circumstances shall serve for the unexpired portion of the term.

Section 3: In an effort to recruit the most qualified and interested trustees possible, the Library Board reserves the right to suggest to the proper town officials the names of persons to serve on the Library Board whom the current members believe would be assets to the library.

**Article 3: Duties**

Section 1: The Library Board of Trustees shall exercise the power and authority and shall perform the duties delegated to it under the General Statutes of Connecticut (as amended), and under the Charter of the Town of Brookfield (as amended). Specifically, it shall:

1. appoint a qualified librarian to serve as library director;
2. adopt the policies under which the library shall be operated;
3. establish the rules and regulations for the use of library property and equipment;
4. consult with the Library Director to set the library's annual operating goals;
5. approve the submission by the Library Director to the First Selectman of an annual budget

request for the ensuing fiscal year

6. review the receipt and expenditure of all library funds;
7. authorize by resolution all expenditures from the library's endowment fund of investments;
8. approve the submission by the Library Director to the First Selectman of an annual report of the previous fiscal year's library business statistics and activities.

#### **Article 4: Officers And Elections**

Section 1: There shall be four (4) officers of the Library Board of Trustees: a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, elected from among the members of the Board.

Section 2: All officers shall be elected at the February meeting of the Board and shall hold office for terms of one (1) calendar year, to commence immediately upon their election.

Section 3: A vacancy in any office except that of Chairman shall be filled by election at an official meeting of the Board as soon after the occurrence of such vacancy as possible. Any officer elected under these circumstances shall hold office until the following February. A vacancy in the Chairman's office shall be filled through succession by the Vice-Chairman.

Section 4: The Chairman of the Library Board shall preside at all meetings, authorize calls for special and emergency meetings, sign and execute all documents authorized by the Board, appoint all committees, and perform all such other duties as are generally associated with that office. The Chairman may vote upon and may move or second any and all proposals before the Board.

Section 5: The Vice-Chairman shall perform all the duties of the Chairman's office in the Chairman's absence, and shall assist the Chairman in performing his or her duties, at the Chairman's direction. The Vice Chairman also shall succeed to the office of Chairman, in the event of a vacancy in that office, and shall serve in that capacity until the following February.

Section 6: The Secretary shall keep a true and accurate record of all meetings of the Library Board, and shall perform all such other duties as are generally associated with that office.

Section 7: The Treasurer shall be responsible for reviewing and verifying an accurate and up-to-date monthly financial report to the Library Board submitted by the Library Director. The Treasurer shall also monitor and report on the status of the library's endowment fund of investments on a periodic basis, and shall serve as chairman of any committee appointed to evaluate or manage the library's private assets. The Treasurer may also be called upon to assist the Library Director in preparing and presenting the

library's annual budget request to the town, and to perform all such other duties as are generally associated with that office.

Section 8: The Library Director shall have custody of the minutes and other records of the Library Board.

Section 9: Emeriti Trustees may be appointed by the Board of Trustees. Emeriti trustees shall be entitled to attend all Board meetings, but shall not be counted in determining a quorum and shall not be entitled to vote.

Board members whose leadership and tenure have yielded significant contributions may be voted to emeritus status, but without voting privileges, after ending their terms as active members. Nominations for emeritus status may be made by any Board member. The vote to emeritus status shall be by simple majority of those present at a regular meeting.

## **Article 5: Meetings**

Section 1: The Library Board of Trustees shall hold a regular meeting each month at the library. The specific dates and times for the ensuing year will be set by the Board at its December meeting. A schedule of each new year's regular meetings shall be filed annually with the Town Clerk's Office, in accordance with state law.

Section 2: All meetings of the Library Board shall be open to the public, except when an executive session is held.

Section 3: The order of business for regular meetings of the Library Board shall be as follows: A. Call to Order & Recording of Member Attendance B. Disposition of Minutes of the Previous Regular Meeting and of Any Intervening Special or Emergency Meetings C. Public Comment D. Financial Report E. Library Director's Report F. Correspondence G. Unfinished Business H. New Business I. Other Business J. Executive Session (as required) K. Adjournment

Section 4: Robert's Rules of Order (latest revision) shall govern the conduct of meetings of the Library Board in all cases in which it is not inconsistent with these bylaws, with state statutes, and with the town charter

Section 5: Special meetings may be held at any time at the call of the Chairman, or at the request of any two (2) members of the Board, for the purpose of transacting library business that should not be delayed until the next regular meeting. The nature and purpose of the special meeting must be clearly stated in the agenda for the meeting, notice of which must be given to all Board members at least twenty-four (24) hours in advance of the special meeting, and to the Town Clerk's Office in accordance with state law.

Section 6: Any special or emergency meeting, or any part of a regular meeting, may move into executive session by proper motion and vote of the Board. During executive sessions, only members of the Library Board, and others at the special invitation of the Chairman of the Board, may be present, and the official minutes will show only the results of motions made and approved during such sessions.

Section 7: A quorum is required to conduct any official business. An affirmative vote of a simple majority of the members of the Library Board shall be necessary to approve any action of the Board.

Section 8: Whenever a member of the Library Board is absent without notice or excuse at three (3) regular meetings out of twelve (12) per year, the Board, acting through its Chairman or Secretary, may contact the Board of Selectmen to request that that member be replaced by a new appointee.

Section 9: Open Meetings - Freedom of Information (FOI) Legal Responsibilities A. As a public agency, we will comply with the Freedom of Information (FOI) Act. B. Electronic voting would not be allowed. It would be an improper, off-line communication between board members. C. Agenda and Board Minutes are to be made available with the town clerk. D. Robert's Rules of Order for board meetings should be followed. E. Board meeting agenda should be sent in advance to board members

## **Article 6: Policies**

Section 1: Written policies shall be considered and adopted by the Library Board for the guidance and information of all persons concerned with the operations of the library.

Section 2: Proposed policies may be submitted for consideration by the Library Board at any meeting with a quorum present. Following discussion, formal adoption may then take place at that or the immediate subsequent meeting. Notice of intent to consider and adopt a proposed policy must be stated in the agenda of any meeting at which such actions are to take place.

Section 3: Once adopted, policies may be amended or repealed by the Library Board, in accordance with the same procedures of notice, discussion, and adoption set forth in Article 6, Section 2 above.

## **Article 7: Committees**

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

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

Section 3: No Library Board committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. Nor shall any committee represent itself as speaking or acting for the Board as a whole unless such power is specifically granted in writing.

### **Article 8: Amendments**

Section 1: Proposed amendments to these bylaws may be submitted for consideration by the Library Board at any meeting with a quorum present. Following discussion, formal adoption may then take place at that or the immediate subsequent meeting. Notice of intent to consider and adopt a proposed amendment to the bylaws must be stated in the agenda of any meeting at which such actions are to take place.

### **Article 9: Enforcement**

Section 1: These bylaws, as adopted and re-adopted annually, shall supersede, nullify, and take precedence over any previously enacted bylaws of the Library Board of Trustees.

Adopted by the Library Board of Trustees: September 24, 1991

Revised: September 14, 1993; September 9, 1996; February 9, 1998; June 2011, October 24, 2018