

Chelsea Public Library BYLAWS

Article I: Definition

Section 1. The Chelsea Public Library is a service of the Town of Chelsea operating under the laws of the State of Vermont (Vermont Statutes Annotated (V.S.A.), Title 22, Chapter 3, Public Libraries). It shall function as a Municipal Library (22 V.S.A. § 141) and shall have its principal office and place of business in the Town Hall building located at 296 Vermont Route 110.

Section 2. The governing body shall be called "The Board of Trustees of the Chelsea Public Library" (referred to as "the Board"), existing by virtue of the laws of the State of Vermont (22 V.S.A. § 143) and exercising the powers and authority and assuming the responsibilities delegated to it under said laws.

Article II: Membership

Section 1. The members of the Board shall be publicly elected for a term of 5 years at a duly warned town meeting. If a vacancy occurs on the Board, the Board will propose an eligible person for the Selectboard to appoint in order to fill that vacancy until the next duly warned town meeting at which time a new member shall be publicly elected.

Section 2. When a trustee ceases to be a member of the Board, the person shall return the library keys and any notebooks containing bylaws, policies, and other items belonging to the board, and the person shall be removed from digital access to Board materials.

Section 3. Trustees shall serve without compensation.

Section 4. Trustees may be reimbursed for actual and necessary expenses incurred in performance of library business with approval of the Board.

Article III: Officers

Section 1. The officers shall be a chairperson, a vice-chairperson, a secretary, and a treasurer, elected from among the trustees at the annual meeting of the Board.

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 chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, warn all meetings as required by statute, execute all documents authorized by the Board, serve as ex-officio voting member of all committees and generally perform duties associated with that office.

Section 4. The vice-chairperson, in the event of the absence or disability of the chairperson, or vacancy of that office, shall assume and perform the duties and functions of the chairperson.

Section 5. The secretary shall keep a true and accurate record of all actions of the Board and shall perform other duties as are generally associated with that office. The secretary also shall have minutes available within five days after any meeting for public review.

Section 6. The treasurer shall be the disbursing officer of the Board, shall perform such duties as generally devolve upon the office, and present a written current financial report to the Board at each regular meeting. The treasurer, in consultation with the librarian, also shall prepare an annual budget for Board approval, and present the approved budget with chair or designee to the Selectboard for inclusion in the town's annual budget. In the absence or inability of the treasurer, these duties shall be performed by such other members of the Board as the Board may designate.

Article IV: Meetings

Section 1. The regular meetings shall be held every month on the second Tuesday of the month, at 5:00 p.m. Eastern Time in-person at the Library and/or virtually, unless an alternate time and place is set by a vote of the Board.

Section 2. Meetings of the Board are declared to be public meetings open to the public at all times, except when executive sessions are properly allowed under laws of the State of Vermont (1 V.S.A. § 313).

Section 3. The annual meeting, which shall be for the purpose of the election of officers, adoption of annual report, and the orientation of new members, shall be held at the time of the regular meeting in March of each year within two weeks of town meeting.

Section 4. 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 so far as circumstances will permit:

- 1) Call to order
- 2) Public presentation or comments
- 3) Recording of all present
- 4) Approval of minutes of previous scheduled meeting and any intervening special meeting
- 5) Treasurer's report and approval of expenditures
- 6) Librarian's report
- 7) Reports of committees
- 8) Unfinished business
- 9) New business
- 10) Adjournment

Section 5. Special meetings may be called at the discretion of the chairperson, or at the request of three Board members, for the transaction of business as stated in the call for the meeting.

Section 6. A quorum for the transaction of business at any meeting shall consist of three members of the Board present.

Section 7. Meetings shall be governed by the chairperson or acting chairperson. Robert's Rules of Order will be followed upon the request of any Board member present.

Article V: General Duties and Responsibilities of Trustees and Librarian

Section 1. The Board shall:

- A. Attend all Board meetings, carry out the business of the library, and see that accurate records are kept.
- B. Employ a competent and qualified librarian, determine their compensation, and evaluate their performance annually.
- C. Employ others as recommended by the librarian.
- D. Adopt and revise written policies to govern the operations and programs of the library.
- E. Secure adequate funds to carry out the library's mission.
- F. Assist the librarian in assessing the community's needs and in determining the library's role in meeting them.
- G. Plan for growth and improvement of library service.
- H. Establish, support and participate in ongoing public relations.
- I. Prepare an annual budget for the library, in consultation with the librarian, and present it to the town Selectboard for inclusion in the town's annual budget.
- J. Keep abreast of professional library standards and trends.
- K. Keep abreast of and support library legislation in the state and nation.
- L. Attend, if possible, regional and state trustee meetings and workshops, and affiliate with the appropriate professional organizations (e.g. VLTA, United for Libraries).
- M. Report to the governing officials and the general public.

Section 2. The librarian shall:

- A. Act as a technical advisor to the Board, recommend policies for Board action and employment of all personnel.
- B. Oversee and manage all of the library's operations, functions and programs as outlined in the employment contract.
- C. Recruit, hire, train and supervise employees and report their performance to the Board.
- D. Carry out the policies as established by the Board.
- E. Develop and carry out plans for extending library services.
- F. Assist Board to design and carry out strategic planning.
- G. Maintain active public relations and promote library use and collaboration throughout the community.
- H. Assist in preparation of the annual budget.
- I. Operate the library within the approved budget.
- J. Maintain accurate and relevant statistics.
- K. Keep abreast of and support library legislation in the state and nation.
- L. Attend all Board meetings and give regular updates on the state of the library in a report.
- M. Affiliate with state and professional organizations and attend professional meetings and workshops (VLA).
- N. Make use of the services and consultants of the Vermont Department of Libraries.

Article VI: Committees

Section 1. The chairperson shall appoint ad hoc or standing committees as needed to carry out the business of the library.

Section 2. All members of such committees need not be trustees. Members of the public may be appointed due to their experience or expertise.

Section 3. All committees shall make a progress report to the Board at each of its meetings.

Section 4. No committee will have other than advisory powers unless specific power to act is granted by the Board.

Section 5. Upon completion of its business, ad hoc committees shall be disbanded.

Article VII: General

Section 1. The chairperson may vote upon and may move or second a proposal before the Board.

Section 2. A majority vote by a quorum of the Board shall be necessary to take action on business before the Board.

Section 3. Amendments to the bylaws may be proposed at any regular or special meeting of the Board but must be voted upon at a subsequent meeting of the Board.

Section 4. The text of a proposed amendment to the bylaws shall be set forth in the notice and agenda of the meeting at which action shall be taken.

Section 5. The Board and the Chelsea Public Library shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or paid or volunteer status, in any of its activities or operations.

Action	Date
Adopted by the Board of Trustees	Year 2000
Amended and approved by the Board of Trustees	11/13/2023