

**South Burlington Community Library**  
**Board of Trustees By-laws**  
**Approved by LBOT at November 7, 2013 Regular Board Meeting**  
(Revision of last version, dated 9/9/2004)

Section 1: Purpose of the South Burlington Community Library's Board of Trustees

1.1 Name

The South Burlington Community Library is hereafter referred to as the SBCL. The Library Board of Trustees is hereafter referred to as the LBOT.

1.2 Purpose

The LBOT fulfills the responsibilities under state law as the governing body of the SBCL. The overriding principle is ongoing collaboration between the LBOT and the City of South Burlington (City). See Memo of Understanding between the LBOT and the City dated October 21, 2013. The LBOT will:

- a. Develop policies that govern Library services and see to their implementation.
- b. Work with the Library administration in planning and goal setting for the Library.
- c. Act as advocates of the Library with the general public, elected officials, legislators and community leaders.
- d. The LBOT is responsible, together with the Library Director, for assessing community needs, developing responsive plans of service, and evaluating library services.

Section 2: Trustees

2.1 Membership

The South Burlington City Council appoints Trustees to the LBOT. The Trustees provide the City Council with a list of skills needed by the LBOT. Members of the LBOT must be residents of South Burlington.

- a. The South Burlington City Council appoints nine Trustees.
- b. The City Council may appoint Trustees to a one, two, or three year term.
- c. The Library Director is a non-voting ex-officio member of the LBOT.
- d. The President of the Friends of the South Burlington Community Library is a non-voting liaison to the LBOT.
- e. For the best functioning of the LBOT, the Trustees may ask City Council to fill vacancies at the earliest possible time, but no later than July 1 following the date the vacancy occurred.

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## 2.2 Attendance

Attendance will be recorded in the minutes of each meeting. Trustees are expected to attend at least 75% of the LBOT's regular meetings.

- a. A Trustee who is unable to attend a meeting should notify the LBOT Chair prior to the meeting. The Trustee should submit reports of any business he/she has conducted on behalf of the LBOT since the last attended meeting to the LBOT Chair prior to the meeting.

## 2.3 Resignation/Termination

A Trustee who wishes to resign from the LBOT should submit a letter of resignation to the LBOT Chair, the City Manager and the Library Director. The City Manager will notify the City Council of the vacancy, with copies of the notice given to the Library Director and the LBOT Chair.

- a. The LBOT Chair will advise the LBOT if a Trustee fails to attend two (2) consecutive meetings without communicating the reason for the absence.
- b. The LBOT Chair will request removal by the City Council of said Trustee if two-thirds of the Trustees concur and provided previous notice has been given to said Trustee.

## 2.4 Orientation

The LBOT and the Library Director will conduct a formal orientation for all new LBOT members as soon as possible after their appointment.

## Section 3: Officers of the LBOT

### 3.1 Name of Officers

- a. The LBOT has a Chair, a Vice-Chair, a Secretary, and a Treasurer elected by vote of the LBOT.
- b. Should other officers be required, the LBOT may create the position with the majority approval of its members.

### 3.2 Election

- a. The Officers shall be elected by the LBOT each year at the September meeting or as vacancies occur.

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- b. In order to allow for the smooth transition of LBOT leadership, the Trustees shall elect a Nominating Committee and a slate of Officers will be created at least one week prior to the election of Officers.
- c. The Nominating Committee will recommend a slate of Officers at a LBOT meeting following July 1 each year. Additional names may be suggested by any Trustee. After discussion, if the Trustees approve the slate as is, a vote occurs. Otherwise, the Officers will be elected one by one as they are nominated and seconded by the Trustees in attendance.
- d. In the event of an Officer resignation, a replacement will be elected as soon as possible by the LBOT.

### 3.3 General Duties

The Chair will conduct the business of the LBOT. The Vice Chair will act on his/her behalf in the Chair's absence. The Secretary will record transactions of the LBOT. The Treasurer will assist the Library Director in the creation and review of the Annual and Capital Budgets of the Library and will oversee money held by the City on behalf of the Library.

## Section 4: Meetings

### 4.1 Open Meetings Act

LBOT meetings need to meet these guidelines:

- a. The LBOT Regular meeting agendas will be published on the SBCL website and on the bulletin board in the Library 24 hours in advance of the meetings.
- b. A 24-hour notice must be given to a minimum of three media and to other LBOT members. The LBOT Chair will be responsible for sending these notices to the Library Director for posting to the media. All other requirements under the Open Meeting Law regarding posting of meetings will be the responsibility of the Library Director.
- c. Draft or final minutes must be made public within five (5) days after the meeting by sending a copy of draft or final minutes to the Library Director.
- d. The Library Director will
  - 1) Retain a copy of all minutes in the Library;
  - 2) Disseminate a copy of all minutes to the City Manager and the City Clerk.

### 4.2 Quorum

In the case of this LBOT, a quorum is defined as a simple majority of the appointed Trustees unless otherwise indicated. Robert's Rules of Order shall govern proceedings of all meetings.

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#### 4.3 Frequency, schedule

Regular LBOT meetings will occur monthly at least eight (8) times a year.

- a. A LBOT year begins July 1 and ends June 30.
- b. The place and time for all Regular meetings will be chosen by the Trustees and duly warned publicly.

#### 4.4 Agenda:

The LBOT Chair, with the cooperation of the Library Director, shall prepare the agenda for the Regular meetings.

- a. The agenda will be sent to Trustees at least three (3) days in advance of the scheduled meeting.
- b. Trustees must submit items to be placed on the Agenda to the Chair of the LBOT at least three (3) days prior to the scheduled meeting.

#### 4.5 Citizen Participation:

All meetings of the LBOT and its Committees are free and open to the public and South Burlington residents are encouraged to attend.

- a. The LBOT follows the City Council of South Burlington, Vermont Guidelines for Citizen Participation, as City Council Appointees on City Boards, Commissions, or Committees in a Volunteer Capacity, adopted by the City Council October 17, 2011

### Section 5: Committees

Committees may be permanent or ad hoc.

- 5.1 Creation of a Committee will be determined by the full membership of the LBOT.
- 5.2 The Committee members will choose a Chair.
- 5.3 The Chair of the LBOT is an ex-officio member of all Committees.
- 5.4 Committee meetings will be held at the discretion of the Chair of the Committee.
- 5.5 Committee meetings will occur on an as-needed basis.
- 5.6 The place and time for all Committee meetings will be chosen by the Committee members.

### Section 6: Duties of all Library Trustees

- 6.1 All Trustees are advocates for the Library.
- 6.2 The Trustees will be aware of the vital importance of the reputation of the Library and its uniqueness in the State of Vermont.

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- 6.3 The Trustees will have the ultimate responsibility of safeguarding the residents' right to read what they choose.
- 6.4 The Trustees will assure that the Library fulfills that right and gives impartial service to all.
- 6.5 The Trustees will follow and respect the American Library Association Codes of Ethics for Trustees and Librarians.
- 6.6 The Trustees assure that all Policies and Strategic Plans of the LBOT are followed.
- 6.7 The Trustees assure that all Policies of the Library are followed.

Section 7: Budget and Financial Procedures:

The Library Director seeks advice and review from the LBOT via the Treasurer while preparing a draft budget for submission to the City Manager and eventual approval by the City Council and the citizens of South Burlington.

- 7.1 The Community Library Director shall keep the Trustees informed on a periodic basis (quarterly at a minimum) via the Treasurer of expenditures made under the current fiscal year budget.
- 7.2 Any Library fundraising or donations will supplement City funding rather than supplant it and cannot be used for any other City purposes.
- 7.3 Monetary gifts of over \$1000 offered with specific restrictions, including endowment funds, require LBOT approval of such restrictions before the LBOT accepts such monetary gifts. Restrictions must be submitted in writing.

Section 8: Membership Organizations:

8.1 In the approved Library Annual budget, there will be an annual payment of dues for Trustees to the Vermont Library Trustees Association and any other state or national organization as deemed appropriate by majority vote of the LBOT.

Section 9: Procedure for amending these By-Laws:

These By-Laws may be amended by a two-thirds majority vote of the Trustees, provided that the proposed amendment shall have been included in the notice of the meetings.