

**LBOT Policies and Procedures – Approved at December 12, 2013 meeting with 7 members approving and 1 abstaining re necessity for this document to contain term limit detail**

Abbreviations: LBOT – Library Board of Trustees; SBCL – South Burlington Community Library; City Managers – defined as City Manager and/or Deputy City Manager

**FOREWORD**

The LBOT By-laws and the LBOT Policies and Procedures are available on the SBCL website and with the files of the LBOT Secretary. It is incumbent upon all members of the LBOT to read and act in accordance with the content of these two documents.

**POLICY AND PROCEDURES**

1. These Policies and Procedures have been approved by the Trustees through the approval procedure outlined in the LBOT By-laws, Section 9. They also contain administrative and other procedures which have been established by use. These procedures are intended to suggest the most effective and efficient ways to accomplish intended policy or bylaw outcomes.
2. These Policies and Procedures should be revised on a regular basis. Approved changes or additions to Policies and Procedures should be placed in an addendum and kept in the files of the LBOT Secretary and on the web site until the next revision.
3. The LBOT consults the Standards of Vermont Public Libraries and desires to meet current and future needs of the Library.

**OFFICERS**

**Elected Officers**

**Chair**

1. The Chair, with the Library Director, creates a calendar of LBOT activities and goals for the coming year to be presented in the fall of the current year. These goals may be adjusted during the course of the LBOT year.
2. The Chair conducts all Regular LBOT meetings.
3. The Chair reviews draft minutes of meetings prior to dissemination to the full LBOT.
4. The Chair conducts the LBOT new member orientation with the Library Director.
5. The Chair creates an annual report of LBOT accomplishments and objectives that will be included in the Library's portion of the City's Annual Report.
6. The Chair informs the City Managers of election of Officers as they occur.

7. The Chair reviews and makes suggestions in the Fall regarding the Library Director's list of Library accomplishments and objectives before they are submitted to the City Managers for inclusion in the City's Annual Report.
8. The Chair serves or appoints another Trustee to serve as liaison with the Friends of the South Burlington Community Library.
9. The Chair conducts correspondence with City management and City Council on behalf of the LBOT.
10. The Chair attends the Library Director's annual Library Budget presentation to the City Council.
11. The Chair meets, as needed, with the Library Director to discuss governance issues.
12. The Chair maintains open communication with the Library Director on matters affecting the Library.

### **Vice Chair**

The Vice Chair assumes the duties of the LBOT Chair in his/her absence.

### **Secretary**

1. The Secretary keeps a record of Trustees' attendance, and reports same to the full LBOT as needed.
2. The Secretary takes minutes at all LBOT meetings.
3. The Secretary prepares and disseminates draft minutes to the Chair of the LBOT, the LBOT, and the Library Director within five (5) days of a meeting for approval at the next regular LBOT meeting.
4. The Secretary sends a final copy of all accepted minutes to the Chair of the LBOT, the LBOT, and the Library Director. The Library Director will:
  - a. retain a copy of all minutes in the Library
  - b. disseminate to the City Manager and the City Clerk.
5. The Secretary maintains an up to date list of LBOT members with names, addresses, phone numbers and email addresses and sends to all LBOT members when changes occur.

### **Treasurer**

1. The Treasurer reviews the Library's annual and capital budgets quarterly.
2. The Treasurer oversees the Blanchette, Library Gift, and Capital Fund accounts held by the City.
3. The Treasurer reviews the process of investment of all Library accounts.

### **Appointed Officers**

### **Committee Chair**

1. Committee Chairs of the LBOT will be selected by the Committee.
2. Committee Chairs contact Committee to set time and place.
3. Committee Chairs draft and send agenda to all Committee members.
4. Committee Chairs appoint a Committee member to take notes at all meetings.
5. Committee Chairs run the meeting.
6. Committee Chairs ensure that revisions of any documents have been circulated to the Committee members for feedback.
7. Committee Chairs follow up on any action agreed upon in the meeting.
8. Committee Chairs notify LBOT Chair of Committee activity at least one week before next Regular LBOT meeting.
9. Committee Chairs report the activity of the Committee to the LBOT at each regular LBOT Meeting and lead any discussion. Committee Chairs may provide a written report.
10. If absent from the regular LBOT meeting, the Committee Chair appoints a Committee member to make a report to the full LBOT.
11. Committee Chairs prepare a written annual report for inclusion in the LBOT's Annual Report to City Council.