

BYLAWS OF THE WESTON PUBLIC LIBRARY BOARD

ARTICLE I

Name

The name of the organization shall be the Weston Public Library Board Trustees (hereinafter the "Library Board" or the "Board.")

ARTICLE II

Purpose

The purpose of this organization is to maintain the Weston Public Library in furtherance of its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community.

ARTICLE III

Authority

The Library Board functions under the authority of the General Statutes of the State of Connecticut and the Town Charter and all ordinances of the Town of Weston, Connecticut.

All portions of the General Statutes of Connecticut, the Town Charter of Weston, and all ordinances of the Town of Weston relating to public libraries are herewith incorporated as a part of these Bylaws.

Should any portion of these Bylaws be found to be in conflict with any state statute, any part of the Town Charter of Weston, or any ordinance of the Town of Weston, then such Bylaw or portion thereof shall be null and void to the extent of such conflict only, and all other parts of these Bylaws shall remain in full force and effect.

ARTICLE IV

Membership

The Library Board shall consist of nine members, no more than five of whom shall be members of the same political party. Library Board members shall be appointed by the Board of Selectmen to four year terms of office after due consideration of their individual interests in Library activities and betterment.

This is not to be construed as limiting Board membership to those who are registered members of a political party.

ARTICLE V

Duties of the Library Board

The Library Board shall:

- (a) be responsible for setting the general policies under which the Weston Public Library shall be operated;
- (b) establish rules and regulations for the use, care and maintenance of the Library facilities and property;
- (c) select and direct a Library Director;
- (d) approve the appointment of Library employees upon recommendation by the Library Director;
- (e) submit to the Board of Selectmen annually a budget for the ensuing year at such time and in such form as shall be required;
- (f) be responsible for the approval, control and modification of the expenditure of all funds appropriated to the Library or accruing to it from other sources;
- (g) transmit an annual report to the Town of Weston.

ARTICLE VI

Officers and Elections

1. Officers

The officers of the Library Board shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

2. Elections

All officers shall be elected for a term of one year at the December meeting and shall assume their duties on January 1. No person shall serve as a Chairman for more than eight consecutive years.

3. Vacancies

Vacancies in any office shall be filled by election at the next regular meeting of the Library Board.

4. Duties

(a) The Chairman shall:

- (1) preside at all meetings of the Library Board;
- (2) appoint all committees, subject to the approval of the Library Board;
- (3) have control of all matters of routine administration during recesses of the Board
- (4) be one of the required signatories on Library accounts;
- (5) perform such other duties as customarily pertain to that office.

(b) The Vice-Chairman shall:

- (1) perform the duties of the Chairman in the absence of the Chairman and assist when necessary;
- (2) perform such other duties as customarily pertain to that office;

(c) The Secretary shall:

- (1) give notice of all regular and special meetings at least five days in

advance of such meetings;

(2) keep a permanent record of all proceedings of the Board

(3) perform such other duties as customarily pertain to that office

(d) The Treasurer shall:

(1) deposit all Library funds and income exclusive of the Town appropriations in the name of the Weston Public Library in depositories selected by the Library Board;

(2) be the disbursing officer of the board and keep the accounts of the Board;

(3) present to the Board a financial report on a quarterly basis and an annual report at the end of the fiscal year;

(4) be one of the required signatories on Library accounts;

(5) perform such other duties as customarily pertain to that office.

ARTICLE VII

Meetings

5. Regular Meetings

The regular monthly meeting of the Library Board shall normally be held at the Library on the first Tuesday of each month. Should this not be feasible, the Library Board may select an alternate date or place.

6. Annual Meeting

The Annual Meeting shall be held at the time of the regular meeting for the month of December to elect new officers.

7. Special Meetings

Special meetings may be called at any time by the Chairman, or by two or more members of the Board. The notice of such special meeting shall state the purpose, time and place of the special meeting.

8. Attendance at Meetings

It is expected that Board members will attend all scheduled meetings.

9. Quorums

A quorum for the transaction of business at any meeting shall consist of a majority of the members serving at that time on the Library Board.

10. Pro Tem Officers

If any officer shall be absent from any meeting, a member of the Board shall be selected as necessary to fill that office pro tem.

ARTICLE VIII

Committees

Board committees may be appointed by the Chairman, subject to the approval of the Library Board. These may include, but are not limited to, the following:

- (a) Buildings and grounds
- (b) Publicity
- (c) Special Events
- (d) Budget
- (e) Personnel
- (f) Gifts and Trusts
- (g) Bylaw Review
- (h) Policies

ARTICLE IX

Library Director

1. Authority

The Library Director shall have charge of the administration of the Library under the direction and review of the Library Board.

2. Responsibilities

The Library Director shall be responsible for:

- (a) structure and equipment assigned to the Library;

- (b) the proper discharge of all duties by members of the Library staff and assignment of duties and similar matters affecting employees of the Library;
- (c) book selection, purchase and disposition;
- (d) consultation with the Library Board regarding any major matters of policy and administration.

3. Attendance at Meetings

The Library Director shall attend all regular meetings of the Library Board.

4. Reports

The Library Director shall present to the Library Board:

- (a) a monthly summary report of the operations of the Library;
- (b) other reports as deemed necessary by the Board.

ARTICLE X

Amendments

These Bylaws may be amended at any regular meeting of the Library Board with a quorum present by the affirmative vote of the members present, provided such amendment was proposed at a previous regular meeting or was stated in the call for the meeting at least ten days prior to the meeting.

Approved 12/3/96