

TOWN OF GROTON
GROTON PUBLIC LIBRARY
BOARD BY-LAWS

Revised 11/19/2014

Town of Groton Library Board By-Laws

Powers and Duties:

General: The Library Board is an advocate for the Groton Public Library. The Library Board plans, proposes, reviews and adopts policies, practices and procedures for the government of the Library. In the absence of other provisions, the Board has such powers as are or may be imposed or vested in library boards by CT General Statutes (CGS). Members of the Library Board serve without compensation but are reimbursed for expenses incurred in the performance of their duties; expenses must be approved by the Board prior to being incurred.

Specific: The Library Board meets to review public comments, communications and statistics. At each meeting, the Library Board receives the Director's report and conducts business as specified by the agenda for the good of the community.

I. Method of Selection, Terms, Duties

- A. Membership: Pursuant to the requirements of the Charter of the Town of Groton, the Library Board shall consist of nine members, each of whom is appointed by the Town Council for a term of three years.
- B. Officers: The officers of the Library Board shall include: a chairperson, a vice-chairperson, and a secretary. Nominations for officers are made by Board Members, occur at the November meeting and are voted upon at the December meeting. The term of each office shall be for one year to coincide with the calendar year (i.e., January 1 to December 31).
- C. There are no term limits for elected officers.
- D. The duties of all officers shall be those defined by custom, law, and the rules of this Board.

II. Meetings

- A. Regular meetings of the Library Board shall be held on the third Wednesday of each month at 7:00 p.m. at the Groton Public Library, or at any such time and place designated by the Board.
- B. Special meetings may be convened at any time by the Chairperson or the Secretary of the Board, or at the request of at least two members of the Board, provided that notice be given to all members at least 24 hours in advance of special meeting, and proper notice has been given to the Town Clerk.
- C. Quorum: A quorum at a meeting shall consist of five or more members, or, of necessity, the Chairperson may declare a quorum.
- D. Attendance Requirements: Each member is expected to attend a minimum of six (6) meetings in a calendar year in person or electronically. Members of the Board will be notified by the Secretary of the Board after three (3) absences in a calendar year. Failure to attend the required number of meetings will result in a request for resignation from the Board.
- E. If the acting chairperson is unavailable for a meeting, the Secretary will serve as Chairperson.

III. Appointment of Committees

- A. Ad Hoc or Standing Committees may be created as needed by the Board.
- B. Committees will report recommendations to the Board. Final action shall be subject to Board approval.

IV. Required Reports, Yearly Timetables

- A. Agenda: A monthly agenda will be distributed to members by the administrative assistant to the Director with sufficient time for members to make informed judgments. A copy of each agenda will be filed with the Town Clerk.
- B. Minutes of Meetings: A copy of the minutes will be sent to each board member and will be available for viewing by interested persons at the Groton Public Library and on the Town website. A copy of the minutes will be filed with the Town Clerk.
- C. Yearly Timetables: State legislative calendars, local budget calendars and other relevant calendars shall be available to members in time to be used as guidelines for needed action.

V. Provisions for Filling Vacancies

- A. Filling Officer Vacancies
 - 1. Upon the departure of the Chairperson, the Vice-Chairperson will automatically assume the chair for the duration of the calendar year.
 - 2. Upon the departure of the Secretary, the Board shall fill the vacancy from among the current members.
- B. Filling Board Vacancies
 - 1. Vacancies on the Library Board are filled by the Town Council from the recommendations of the respective Town Committees pursuant to the Charter of the Town of Groton.

VI. Amendments

- A. Written amendments to these by-laws may be formally proposed at any regular meeting. However, amendments will only take effect after being brought to a vote and receiving formal passage at the next regular meeting.
- B. Formal passage is constituted by a vote of two-thirds of the board.