

Bylaws of the Fairfax Community Library Trustees Fairfax, Vermont

Preamble

The Fairfax Community Library (FCL) is located within Bellows Free Academy of Fairfax, Vermont, and serves both the school and the greater community.

Article I. Name

This Board shall be known as the Fairfax Community Library Trustee Board.

Article II. Purpose

The purpose of this Board is

- to support the librarians (both Town and School) in their work serving all the people of the Town of Fairfax
- to provide an avenue for public input into FCL decision making and policy making, especially as they may affect the nonschool population of library users, and
- to foster increased community use of the FCL.

Article III. Membership

Qualifications and Election. This Board shall consist of five ((5) voting members, citizens of Fairfax, Vermont, who shall serve 3 year terms, upon being elected. Trustees are elected by ballots that are counted on Vermont's annual official Town Meeting Day.

Trustee orientation and materials relevant to the position will be provided by the Board's chair.

2. Vacancies. Vacancies shall be filled by appointment of the Fairfax Select Board and such appointees shall serve until the next Town meeting, at which time they may choose to be voted in by the public to complete the unexpired term. (Petitions for such office are to be filed with the Town Clerk the sixth Monday before Town Meeting, per Statute 17.268(a).

3. Unsought Positions. Unsought positions shall be filled by appointment of the Fairfax Select Board according to Article III.2.

4. Term Limitation. Trustees may serve two full terms in addition to any appointed partial term. A previously elected Trustee may run for office again after sitting out one election (town meeting).

5. Removal. A Trustee who misses four consecutive meetings will be deemed to have resigned and such position will be filled according to Article III.2.

6. Resignation. A Trustee may give written resignation from this Board to the Chair of the Board at any time. Such resignation may be revoked within thirty days or before the next regular or special meeting if it will occur sooner than thirty days. The Chairperson will notify the Fairfax Select Board of any unrevoked resignation so that a replacement will be appointed before the next regular or special meeting.

Article IV. Non-voting Members

The Town and School Librarians are non-voting members when attending meetings.

Article V. Meetings

1. This Board shall meet at least quarterly unless otherwise duly noted and warned.

2. All meetings of this Board shall be held at the FCL or another public place if need be, and shall be open to the public. Time for public input shall be allowed at each meeting.

3. Special Meetings. Special meetings may be held at other times, with 24 hour written or oral notice to each Board member, containing the time, date, place, and purpose of the meeting. Such notice shall be posted in at least three public places (e.g. Town Clerk's office, FCL, Post Office, FaceBook). Such meetings may be requested by any two voting or nonvoting members.

4. Vote. All Trustees have an equal vote. Decisions shall be made by a simple majority, unless otherwise decided. The Chairperson shall vote to break a tie.

5. Order. Robert's Rules of Order shall apply to situations not specifically covered by these Bylaws.

6. Quorum. A quorum shall be three trustees.

VI. Annual Meeting.

The annual meeting shall be the first regular meeting after Town Meeting, and shall conduct the following business:

1. Election of Officers. Officers shall be elected to serve a one-year term until their successors are duly elected at the following Annual Meeting.

2. Representatives to the Joint Board. The FCL chairperson and secretary shall represent the FCL Trustees Board as voting members of the Joint Board. Such

representatives shall promote considerations of the Trustees' Board to the Joint Board and shall report to the Trustees' Board at its next regular meeting.

3. Other. The Trustees shall discuss any other business they deem relevant.

VII. Officers

FCL Trustee Officers are as follows:

1. Chairperson. The Chairperson shall

- preside at all meetings of the FCL Trustees Board and generally perform all duties associated with this office
- appoint committees, as deemed necessary, with the majority approval of Trustees present, and
- develop agendas for meetings in consultation with librarians.

2. Secretary. The secretary shall

- keep minutes of all meetings
- issue notices required by these bylaws
- in absence of the Chairperson, call meetings to order and conduct it until a temporary Chairperson is chosen
- shall make minutes available to Trustees and public.

3. Treasurer. The treasurer shall

- work with the FCL director to draft an initial budget proposal for discussion and approval the November Trustee meeting
- submit the approved budget to the Select Board per the Select Board's time line
- deposit and disperse funds to FCL Board of Trustees accounts
- maintain appropriate records, including reconciliation of bank statements, oversight of FCL Trustee investments, and signing checks, after Board approval
- provide a treasurer's report at each FCL Board of Trustees meeting

4. Vacancies. Vacancies in officers' positions shall be filled by Trustees at the next meeting.

VIII. Powers and Decision-making

As per current FCL policy, the decisions made by the FCL Trustees separate from, but with consideration of the School Directors, encompass (1) Development of library staffing for other than school hours, (2) Purchase of materials with town monies, (3) Annual written evaluation of Town Library Director.

Other decisions are made by the Fairfax Board of School Directors separate from but with consideration of FCL Trustees, as per current FCL Policy.

IX. Compensation

No compensation is paid to any FCL Trustee for serving as Trustee.

X. Trustee Association Dues

This Board will recommend to the Joint Committee an annual payment of dues for its members in the VLTA and any other state or national organization as deemed appropriate with majority approval of Trustees present.

XI. Amendments

These bylaws may be amended by a two thirds majority vote of Trustees present at a properly convened meeting, provided the proposed amendments are presented to the Trustees' Board one meeting in advance of a vote.

At the December 19 2013 meeting of the Board of Trustees it was voted that the term of office of FCL Trustees be changed from 5 years to 3 years, beginning with the trustees elected in the 2014 elections.

Adopted: August 6, 2014

Revised and Adopted: January 21, 2021

Trustees:

Patricia Gallant

Elizabeth Griffin

Lisa Griswold, Chair

Ellen Holmes-Henry

Carol Vallett