

# **5 Bylaws for the Georgia Public Library Board of Trustees**

## **5.1 Purpose of the Board**

To oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel, and encourage use and growth of the Library.

## **5.2 Membership on the Board**

The Board of Trustees will consist of five (5) members: two (2) 3-year terms and three (3) 1-year terms to be elected at Town Meeting each year. If a vacancy occurs, the Trustees will select a person to fill the opening (pending that person's interest), and the Chairperson will submit this name to the Selectboard for appointment. This replacement trustee shall serve until the next town meeting. At the next Town Meeting, a new trustee may be elected to complete the term. New trustees will receive a welcome packet that includes the GPL Policies, Bylaws, Five-Year Plan, Freedom to Read Statement, Library Bill of Rights, Policy on Confidentiality of Library Records, ALA Code of Ethics, Trustee and Director contact information, and minutes from the previous trustee meeting.

## **5.3 Officers**

### **5.3.1 Officers**

The officers of the Board shall be a chairperson, a vice-chairperson, a secretary, a treasurer, and a member at large. They shall be elected at the first board meeting following Town Meeting each year. Officer terms are for one (1) year.

### **5.3.2 Compensation**

No compensation shall be paid to members for their services, but members may be reimbursed for all reasonable expenses incurred only while attending "Board approved" activities.

## **5.4 Duties of Officers**

### **5.4.1 Chairperson**

1. Conduct board meetings
2. Coordinate board activities
3. Act as liaison between Board and Town officials
4. Draft meeting agenda

### **5.4.2 Vice-Chairperson**

1. Carry out the duties of the Chairperson in their absence
2. Assume such duties as assigned by the Chairperson
3. Act as liaison between Board and Town officials in the absence of the Chairperson

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### **5.4.3 Secretary**

1. See that the regular meetings are warned as per Vermont's open meeting laws, 1 V.S.A. §§ 310-314
2. Record minutes of all meetings, with a draft available within 5 calendar days
3. Work with Board and Library Director to maintain and accurately update policies and procedures

### **5.4.4 Treasurer**

1. Keep full and accurate accounts of income and expenditures, which shall be audited once a year by town auditors
2. Help prepare the annual budget providing necessary figures to use for this purpose and present to the Selectboard
3. Prepare financial report for the annual town report

## **5.5 Meetings**

### **5.5.1 Frequency**

Regular meetings will be held at least six (6) times a year on a regularly scheduled day. Special meetings may be held at other times, as determined by the Board Chair or three Board members. The Board will strive to meet on, or shortly thereafter, the Monday following Town Meeting to elect officers and reorganize the Board.

### **5.5.2 Quorum**

A majority of the members will constitute a quorum. A majority of the quorum may transact business.

### **5.5.3 Order of Business**

1. Reports of Officers
2. Librarian's Report
3. Old Business
4. New Business

### **5.5.4 Meeting Venue**

Meetings may be held in person or through the use of a web conferencing platform, such as Zoom.

## **5.6 General Duties and Responsibilities**

### **5.6.1 Trustees**

1. Responsible for hiring, evaluating, and firing the Library Director. Evaluations will take place at least annually.

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2. Adopt written policies and Board procedures to govern operation of the Library
3. Prepare the annual budget

### **5.6.2 Librarian**

1. Facilitate the development and operation of the budget
2. Implement policies of the Board
3. Oversee library personnel and volunteers
4. Make budget recommendations
5. Conduct correspondence of the Board
6. Serve as publicity reporter unless another is appointed
7. Prepare report of library accomplishments and goals for annual town report
8. See Library Director's job description for additional duties

### **5.7 Budgetary and Financial Procedures**

The Board is responsible for the budget, which shall be prepared by the October meeting and presented to the Selectboard by December 15. The fiscal year is January 1 to December 31.

Working with the Library's Director, the Board will use the financial and human resource services provided by the Town of Georgia, through its Selectboard. The Library Board is responsible for all contracts, grants, disbursements and deposits needed for the Library to perform its duties.

### **5.8 Board Committees**

From time to time and in order to facilitate Library business, the Chair may authorize Committees be formed and may appoint Board members and/or the Library Director to serve on those committees. Committee members will be limited to no more than two Board members.

### **5.9 Parliamentary Procedure**

These Georgia Public Library Bylaws shall be the principal authority for Trustees while facilitating Library business. In the absence of direction from the Bylaws, or dispute as to how to interpret the Bylaws, \_\_\_\_\_ will be the ruling authority.

### **5.10 Amending Bylaws**

These bylaws may be amended at any time during the year. An amendment will require an affirmative vote of 60% of the members. Any proposed Bylaws change

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must be submitted to the Board for its review and then adopted at a subsequent meeting.

Adopted: 05/16/2016

Reviewed/Revised: 10/15/2025