

STAMFORD COMMUNITY LIBRARY BY-LAWS

1. Purpose of the Library Trustees

A Trustee is elected by the voters to serve as a liaison between the taxpayers and the Librarian and to have an understanding of the needs and resources of the community as it relates to the library. It will be the trustee's responsibility to be aware of the legal statutes and regulations under which the library operates and to be willing to exert effort to ensure that the necessary funds are available for its efficient operation.

2. Terms of Office

The Board of Library Trustees consists of five members who are elected or re-elected at the annual Town election. The terms of office are staggered three- and two-year terms, to assure new ideas, as well as continuity. In the event of a resignation prior to the end of a term, the Selectmen will appoint a new Trustee, under recommendation of the library trustees, to serve out the remainder of that term.

3. Officers

Trustees will elect officers yearly at the next scheduled meeting following the Town elections. Officers shall consist of a Chairperson, Secretary and Treasurer and the terms of office shall be for one year.

4. Meetings

Regular open meetings will be held at least four (4) times per year or at such time to be determined by the needs of the library, Librarian or Trustees.

All meetings shall be warned as per Vermont Open Meeting Laws.

The regular, posted agenda meeting will be held at the library. A quorum for such meetings shall consist of three members.

5. Order of Business

Usual order of business shall be as follows: call to order, approval of minutes, Secretary's Report, Treasurer's report, Librarian's report, old business, new business, and adjournment. Robert's Rules of Order shall prevail.

6. Duties and Responsibilities

The duties and responsibilities of the Librarian and Trustees shall be spelled out in the "Manual for Library Trustees."

7. Amendments

Amendments to the by-laws and policies may be proposed at a regular meeting, but may only become effective after a vote has been taken at a subsequent meeting. The approval for a change must be made by a quorum (3 Trustees).

8. Budgetary and Financial Procedures

The Treasurer and Librarian shall present a preliminary budget to the Trustees for their approval. Budget planning shall be done yearly and be included in the annual Town Report. Final budget will be voted on at the annual Town Meeting.

Approved November 14, 2024