

## BY-LAWS OF THE BOARD OF THE WELLES TURNER MEMORIAL LIBRARY

### SECTION 1 Establishment

- 1.1 This organization shall be called the Board of Directors of the Welles-Turner Memorial Library, existing by virtue of Connecticut General Statutes Chapter 190, Sections 9-207, 11-20 and 11-21 and by Chapter 10, Section 10-1 of the Town Code of the Town of Glastonbury and shall herein be referred to as the "Board."

### SECTION 2 Membership and Meetings

- 2.1 The Board shall consist of six (6) members who shall be appointed by the Town Council (Glastonbury Code § 10-3), which shall herein be referred to individually as a "Member" or collectively as "Members." The term of office for each Member of the Board shall be (6) years and shall run until the first Monday of December following the biennial town election in which that Member's term expires (Glastonbury Code §§2-31(d) and (f)).

- 2.2 By January fifteenth (15<sup>th</sup>) following each biennial town election, the Board shall hold an organizational meeting and shall elect a chairman, vice-chairman and secretary and any other such officers as may be considered appropriate (Glastonbury Code §2-46(b)).

#### 2.3 Regular Meetings

- (a) During or prior to January of each year, the Board shall establish the location and dates of regular meetings to be held during the following twelve-month period of February through January, and appropriate notice shall be made available for public inspection at the Library and filed with the Town Clerk in accordance with Section 2-47(c) of the Glastonbury Code. Such notice and filing shall occur no later than January 31<sup>st</sup> and at least thirty (30) days prior to the first scheduled meeting. ~~Meetings will be held once a month except during the months of July and August.~~  
**MEETINGS SHALL BE HELD AT LEAST SIX TIMES A YEAR..**

- (b) The agenda for all regular meetings shall be provided to all Board Members, filed with the Town Clerk and made available for public inspection at the Library at least twenty-four hours prior to the meeting date. New business not noticed on such agenda may be discussed or acted upon only upon vote of two-thirds of the Members present. The order of business for regular meetings of the Board shall be as follows:

1. Call to Order
2. Roll Call
3. Next meeting date

4. Public Comment
5. Approval of minutes of previous meeting
6. Liaison Reports
7. Library Director's Report
8. Board Committee Reports
9. Old Business
10. New Business
11. Correspondence
12. Adjournment

- (c) The record of votes of each Member of the Board must be available for public inspection at the Library and filed with the Town Clerk within forty-eight (48) hours of the regular meeting, and the meeting minutes, which shall include the record of votes of each Member of the Board, must be available for public inspection at the Library and filed with the Town Clerk within seven (7) calendar days of the regular meeting.

#### **2.4 Special Meetings**

- (a) Special meetings may be held at any time at the call of the Chairman or at the request of two (2) or more Board Members. The nature and purpose of the special meeting must be clearly stated in the agenda for the meeting, notice of which must be given to all Board Members, filed with the Town Clerk and made available for public inspection at the Library at least twenty-four (24) hours in advance of the special meeting in accordance with state law. Business not stated on such notice and agenda may not be discussed or transacted at such meeting.
- (b) The record of votes of each Member of the Board must be available for public inspection at the Library and filed with the Town Clerk within forty-eight (48) hours of the special meeting, and the meeting minutes, which shall include the record of votes of each Member of the Board, must be available for public inspection at the Library and filed with the Town Clerk within seven (7) calendar days of the special meeting.
- (c) Weekends, legal holidays and any day the Library or Town Clerk's office is closed will be excluded in determining the time within which or by when to file a notice, agenda, record of votes, or minutes of a special meeting.

#### **2.5 Emergency meeting**

- (a) Emergency meetings may be held at any time at the call of the Chairman or at the request of any two (2) or more Members of the Board for the purpose of transacting Library business of an imperative nature that requires immediate attention.

- (b) Prior notice of such meeting need not be given to the Town Clerk, but complete minutes, stating the emergency nature of the situation and recording the votes of each Member present, must be made publicly available and filed with the Town Clerk within seventy-two (72) hours in accordance with state law.
- (c) Weekends, legal holidays, and any day the Library or Town Clerk's office is closed will be excluded in determining the time within which or by when to file a notice, agenda, record of votes, or minutes of an emergency meeting.

2.6 Executive Sessions

- (a) Any regular, special or emergency meeting, or any part thereof, may move into executive session by proper motion and vote of two-thirds (2/3) of the Board Members present during a public portion of said meeting. During executive session, only members of the Board, and others at the special invitation of the Chairman may be present. See, Connecticut General Statutes Chapter 14 §§1-225(a), 1-225(f) and 1-231.
- (b) Executive session business and discussions must be limited only to the following areas: (i) special employee, (ii) strategy and negotiations related to pending claims and litigation, (iii) security matters, (iv) real estate acquisition or (v) any matter exempted from public record disclosure requirements. See CGS Chapter 14 §§1-200(6).
- (c) The minutes will indicate all persons in attendance (except job applicants being interviewed.) See, CGS Chap. 14 §1-231(a).

2.7 All meetings of the Library Board shall be open to the public, except when an executive session is held pursuant to Section 2.6 of these By-Laws.

2.8 A quorum to transact official business at any meeting shall consist of four (4) Board Members. An affirmative vote of a simple majority of at least a quorum of the Library Board shall be necessary to approve any action of the Board.

2.9 All meeting procedures, notice, agenda, record of vote and minute requirements are based on state and local applicable laws and regulations, including without limitation the requirements of the Freedom of Information Act as codified in Chapter 14 of the Connecticut General Statutes. In the event that a change to those laws and regulations has not been incorporated herein, or in the event of a conflict between these By-Laws and any applicable laws and regulations, the provisions of the applicable laws and regulations shall govern.

**SECTION 3 ~~Duties of the Board~~**

- ~~3.1 — In conjunction with the Library Director, the Board shall identify and adopt written policies to govern the operation and program of the Library including, but not limited to, general operating and collection development policies. The policy manual shall be reviewed at least once every three (3) years in January or when needed by the Board to keep the policies up to date.~~
- ~~3.2 — Ensure that the Library has in place a planning process that considers the Library's strengths and weaknesses and that requires the annual development of goals and objectives that are sufficiently specific to be both implemented and evaluated. Ensure that the Library has used said planning process to identify tangible and measurable short (1-3 years), medium (3-5 years) and long (5-10 years) term goals and objectives, on an annual schedule that allows said goals and objectives to be sufficiently reviewed and finally approved by the Board prior to their inclusion in the annual Budget consideration and in the Town's Public Buildings Survey assessment (which is directed toward planning for the Capital Improvements Budget).~~
- ~~3.3 — Review with the Library Director the annual budget prior to its presentation to the Town Manager.~~
- ~~3.4 — Determine how to apply any available discretionary funds from endowment funds or other gifts.~~
- ~~3.5 — Receive from the Library Director updates, as applicable, to local, state and federal library laws as well as impending legislation.~~
- ~~3.6 — The Board shall appoint liaisons to Library support groups, and may also, at its discretion appoint liaisons to other town Boards, Commissions and ad hoc or standing committees.~~
- ~~3.7 — At the end of each fiscal year, work with the Library Director on the Library's report that shall be part of the Town Annual Report to the Town Council. Said report shall satisfy the reporting requirements of the Board pursuant to Section 803 of the Glastonbury Code. Such report shall include, without limitation, (i) a summary of the Library's accomplishments of or progress relative to the accomplishment of each of the goals and objectives established pursuant to Section 3.2 above, and (ii) any recommendations and plans for the Library.~~
- ~~3.8 — The Board shall also perform such other duties as may be deemed appropriate unless expressly prohibited by the Town Charter or other applicable law.~~

### **SECTION 3 DUTIES OF THE BOARD**

- 3.1 THE BOARD AND THE LIBRARY DIRECTOR SHALL REVIEW AND APPROVE ALL PROPOSED WRITTEN POLICIES OF THE LIBRARY. EACH POLICY SHALL BE REVIEWED EVERY THREE YEARS ON A ROTATING SCHEDULE**

DETERMINED BY THE LIBRARY DIRECTOR. THE BOARD AND THE LIBRARY DIRECTOR SHALL MAKE SUCH CHANGES AS ARE APPROPRIATE.

- 3.2 THE BOARD SHALL ENSURE THE LIBRARY HAS IN PLACE A PLANNING PROCESS THAT CONSIDERS THE LIBRARY'S STRENGTHS, WEAKNESSES, AND GOALS. EVERY FIVE YEARS, THE BOARD SHALL REVIEW AND ADVISE THE LIBRARY DIRECTOR IN DEVELOPING A STRATEGIC PLAN FOR THE LIBRARY. THE PLAN SHALL BE BASED ON SURVEYS AND CONSULTATIONS WITH LIBRARY STAFF, TOWN OFFICIALS, RESIDENTS, AND REPRESENTATIVES OF COMMUNITY GROUPS TO ASSESS THE NEEDS OF THE COMMUNITY. THE STRATEGIC PLAN WILL INCORPORATE THAT FEEDBACK, ALONG WITH THE LIBRARY'S MISSION TO PROVIDE MATERIALS, FACILITIES, AND PROFESSIONAL SERVICES TO INFORM, EDUCATE AND CULTURALLY ENRICH THE COMMUNITY IN AN EQUITABLE WAY.
- 3.3 FOLLOWING THE APPROVAL OF THE PLAN BY THE BOARD AND THE LIBRARY DIRECTOR, THE PLAN SHALL BE PRESENTED TO THE TOWN MANAGER AND TOWN COUNCIL; THE PLAN SHALL ALSO BE CONSIDERED IN THE DEVELOPMENT OF THE LIBRARY'S ANNUAL BUDGET AND IN THE PURSUIT OF OTHER FUNDING OPPORTUNITIES FOR THE LIBRARY.
- 3.4 THE BOARD WILL REVIEW AND PROVIDE FEEDBACK ON THE LIBRARY DIRECTOR'S PROPOSED ANNUAL LIBRARY BUDGET PRIOR TO ITS PRESENTATION TO THE TOWN MANAGER. IN ADDITION, THE BOARD WILL SUPPORT THE LIBRARY DIRECTOR IN PRESENTING THE BUDGET TO THE TOWN MANAGER AND IN ADVOCATING FOR THE LIBRARY'S NEEDS BEFORE THE TOWN COUNCIL AND WITH THE PUBLIC.
- 3.5 THE BOARD SHALL REVIEW THE REPORT PREPARED ANNUALLY BY THE LIBRARY DIRECTOR CONCERNING GIFTS OR ENDOWMENT FUNDS AVAILABLE TO THE LIBRARY. THE BOARD SHALL CONSULT AND ADVISE THE LIBRARY DIRECTOR ON THE APPLICATION OF THESE FUNDS OR GIFTS.
- 3.6 THE BOARD WILL CONSULT WITH THE LIBRARY DIRECTOR ON HOW THE BOARD CAN SUPPORT AND PROMOTE THE LIBRARY TO THE COMMUNITY.
- 3.7 THE BOARD SHALL REVIEW AND ADVISE THE LIBRARY DIRECTOR ON THE PREPARATION OF AN ANNUAL REPORT. THE REPORT SHALL ADDRESS THE PROGRESS MADE IN IMPLEMENTING THE STRATEGIC PLAN. THE ANNUAL REPORT SHALL BE MADE AVAILABLE TO THE PUBLIC AND DEVELOPED TO PROMOTE THE USE OF THE LIBRARY.
- 3.8 AT EACH REGULAR BOARD MEETING, THE BOARD SHALL REVIEW AN UPDATED WRITTEN REPORT PREPARED BY THE LIBRARY DIRECTOR

ON MATTERS CONCERNING LIBRARY FINANCES, PROGRAMS, LEGISLATION, STATISTICS, FUNDING AND TRAINING OPPORTUNITIES, IMPLEMENTATION OF THE STRATEGIC PLAN, AND OTHER AREAS OF INTEREST TO THE BOARD. THE BOARD SHALL OFFER ITS INPUT AND ADVICE TO THE LIBRARY DIRECTOR ON ISSUES RELATING TO THIS REPORT.

- 3.9 THE BOARD, IN CONSULTATION WITH THE LIBRARY DIRECTOR, SHALL APPOINT OR RECOMMEND LIAISONS TO LIBRARY SUPPORT GROUPS, OTHER TOWN BOARDS, COMMISSIONS AND COMMITTEES AS NEEDED.
- 3.10 THE BOARD SHALL ALSO PERFORM SUCH OTHER DUTIES AS MAY BE APPROPRIATE.

#### **SECTION 4 Duties of Officers**

- 4.1 Chairman: Shall preside at all meetings, authorize calls for special meetings, sign and execute all documents authorized by the Board, appoint members to standing and ad hoc Board committees, and perform all such other duties as are generally associated with that office. The chairman may vote upon and may move or second any and all proposals of the Board.
- 4.2 Vice-Chairman: The Vice-Chairman shall perform all duties of the Chairman's office in the Chairman's absence, and shall assist the Chairman in performing his or her duties at the Chairman's request. The Vice-Chairman shall succeed to the office of Chairman in the event of a vacancy in that office, and shall serve in that capacity until the next organizational meeting of the Board per Section 2.2 of these By-laws.
- 4.3 Secretary: The Secretary shall keep a true and accurate record of all meetings of the Library Board and shall perform all such other duties as are generally associated with that office.
- 4.4 The Library Director shall have custody of the minutes and other records of the Board, and shall ensure that copies of minutes, notices and other required filings in the Board are duly filed with the Town Clerk's office.

#### **SECTION 5 Committees**

- 5.1 The Chairman or a majority if the Board present and voting at any meeting in which a quorum is present may appoint special committees of two or more Members for such specific purposes as the business of the Board may require from time to time. A committee shall be considered discharged upon completion of the purpose for which it was appointed and after its final report is made to the Board.
- 5.2 Committees shall make progress reports to the full Board at each of its regular meetings.

5.3 No Library Board committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. Nor shall any committee represent itself as speaking or acting for the Board as a whole unless such power is specifically granted.

5.4 Committee meetings are subject to all notice, agenda and minute requirements as specified for Special Meetings in Section 2.4 above.

## **SECTION 6 Amendment**

6.1 Proposed amendments to these By-Laws may be submitted for consideration by the Library Board at any meeting with a quorum present. Following discussion, formal adoption may then take place at that or the immediately subsequent meeting. Notice of intent to consider and adopt a proposed amendment to the By-Laws must be stated in the agenda of any meeting at which such actions are to take place.

## **SECTION 7 Enforcement**

7.1 These By-Laws, adopted on ~~the 11<sup>th</sup> day of September, 2006~~, [JUNE 12, 2023](#) shall supersede, nullify and take precedence over an previously enacted By-Laws of the Library Board of Directors.

***Change date***