

# Craftsbury Public Library Bylaws

## Article I - Name

The name of this corporation is Craftsbury Public Library (“Library”), founded in 1898 and incorporated as a non-profit organization in 1986. The principal office and place of business of the Corporation shall be 12 Church Lane, Craftsbury Common, Vermont.

## Article II - Mission

The mission of the Craftsbury Public Library is to enhance the community by providing resources that communicate ideas and enrich personal living.

## Article III – Board of Trustees

- a. The Board of Trustees (“The Board”) shall govern the affairs of the Library by formulating the policies that guide operations and ensure that they are carried out, by hiring the Library Director, and by overseeing the administration of the budget, which includes securing adequate funding for the Library.
- b. The Board formulates and monitors the Long-Range Plan with the Library Director, staff, and input from the community.
- c. There shall be up to ten Trustees of the Library serving staggered terms of four years. The Board at the annual meeting of the Library shall elect up to nine, and the public at the town meeting shall elect one. A Trustee may be elected for two consecutive terms and may be elected again to the Board after one year’s absence. In the case of the resignation or death of a Trustee, the Board shall appoint a new member to serve until the next Annual Meeting. At the Annual Meeting, the appointee is eligible to run for a four year term. The appointee may also be eligible for re-election for a second term.
- d. A simple majority of the Trustees shall constitute a quorum for transacting business.
- e. The Board of Trustees shall approve a full job description for the Library Director and shall evaluate performance before each Annual Meeting using the job description and established objective measures agreed upon by the Board of Trustees and communicated to the Library Director.
- f. The Board of Trustees shall meet approximately monthly from September through June, or more frequently if needed. Board meetings shall be warned and open to the public in accordance with the Vermont Open Meeting Law ([1 V.S.A. § 312](#)).
- g. The Annual Meeting of the Board of Trustees shall be the first meeting in January.

## Article IV – Officers of the Board

- a. The Officers of the Board to be elected at the annual meeting shall be President, Vice President, Secretary, and Treasurer (the Library Director serves ex-officio; the Library Director has a voice, except in executive sessions of the Board concerning the Library Director).
- b. The duties of the Officers shall be as follows:  
The President shall be responsible for scheduling meetings, publicizing meetings, and creating an agenda in collaboration with the Library Director. The President shall preside over meetings.

The Vice President shall preside over meetings in the absence of the President.

The Secretary shall keep a true and accurate record of all meetings of the Board, conforming to the letter and spirit of the relevant provisions of Vermont's Open Meeting Law ([1 V.S.A. § 312](#)) and provide the Library Director and Trustees with a copy of the unapproved minutes as that law stipulates. A copy shall also be posted in the Library and available on the Library website.

The Treasurer shall oversee the receipt, care, and disbursements of the Library's money, report the financial status of the Library at each meeting of the Trustees, prepare a report for the annual town meeting, and serve on the budget working group.

- c. Officers serve a term of two years from the conclusion of the annual meeting at which they are elected and until their successors are duly elected. Officers may be eligible for re-election.

#### Article V - Fiscal Year

The fiscal year shall run January 1<sup>st</sup> to December 31<sup>st</sup>. The budget for the next fiscal year is prepared by the Board in cooperation with the Library Director.

#### Article VI – Working Groups

- a. The Board has the power to establish, reconfigure, or eliminate working groups and to appoint special working groups as the business of the Board requires. Working groups make progress reports to the Board at each regular meeting. No working group has other than advisory powers, unless, by action of the Board, it is granted specific power to act. If a working group meets board quorum, Open Meeting Law will apply. Working Groups may be made up of Trustees and community members.
- b. The standing working groups and their purpose shall be:

The Personnel Working Group recruits a Library Director when needed, oversees a written performance evaluation of the Library Director before the annual meeting, and maintains an ongoing appraisal process as needed. The Personnel

Working Group is available for consultation with the staff as outlined in the personnel handbook.

The Budget Working Group recommends the annual budget for Board consideration, monitors cash flow and financial operations, and acts as an advisory group to the Treasurer.

The Investment Working Group monitors the investment funds and endowment to help support the operations of the Library. The Investment Working Group is responsible for reviewing investment policy and recommending changes to the Board.

The Policy and Planning Working Group is responsible for reviewing the bylaws and policies biannually soon after the annual meeting, and making recommended changes to the Board. The Working Group is responsible for leading the Board and community in maintaining a current Long Range Plan.

The Nominating Working Group nominates potential trustee candidates to the Board.

#### Article VII – Amendments

These bylaws may be amended or altered at any regular or annual meeting of the Board of Trustees.

Adopted March 2024