

## BYLAWS OF THE WESTON PUBLIC LIBRARY BOARD

### ARTICLE I

#### Name

The name of the organization shall be the Weston Public Library Board Trustees (hereinafter the "Library Board" or the "Board.")

### ARTICLE II

#### Purpose

The purpose of this organization is to oversee and maintain the Weston Public Library in furtherance of its mission to provide a broad range of informational, educational, technological, social, and recreational resources to serve the diverse needs of the community.

### ARTICLE III

#### Authority

The Library Board functions under the authority of the General Statutes of the State of Connecticut and the Town Charter and all ordinances of the Town of Weston, Connecticut.

All portions of the General Statutes of Connecticut, the Town Charter of Weston, and all ordinances of the Town of Weston relating to public libraries are herewith incorporated as a part of these Bylaws.

Should any portion of these Bylaws be found to be in conflict with any state statute, any part of the Town Charter of Weston, or any ordinance of the Town of Weston, then such Bylaw or portion thereof shall be null and void to the extent of such conflict only, and all other parts of these Bylaws shall remain in full force and effect.

### ARTICLE IV

#### Membership

The Library Board shall consist of nine members, no more than a bare majority shall consist of members of the same political party. Library Board members shall be appointed by the Board of Selectmen to four year terms of office after due consideration of their individual interests in Library activities and betterment.

This is not to be construed as limiting Board membership to those who are registered members of a political party.

Resignation from the Board shall be submitted in writing to the Town Clerk with copies to the Board Chairman (the Vice-Chairman in the case of resignation of the Board Chairman) and the First Selectman.

ARTICLE V  
Duties of the Library Board

The Library Board shall:

- (a) be responsible for setting the general policies under which the Weston Public Library shall be operated;
- (b) establish rules and regulations for the use, care and maintenance of the Library facilities and property;
- (c) select, direct and evaluate a Library Director;
- (d) approve the appointment of full-time Library employees upon recommendation by the Library Director and subject to approval by the Board of Selectmen;
- (e) approve annually a budget prepared by the Library Director for the ensuing year for submission to the Board of Selectmen at such time and in such form as shall be required;
- (f) be responsible for the approval, control and modification of the expenditure of all funds appropriated to the Library or accruing to it from other sources;
- (g) approve an annual report prepared by the Library Director for transmittal to the Town of Weston.

Further, all Library Board members shall carry out their duties in accordance with the highest ethical standards, regardless of personal considerations. Their conduct shall (a) at all times be for the public good and within the bounds of law, (b) comply with the Charter and the Town Code of Ethics and (c) avoid conflict between public and private interests and responsibilities. Each Library Board member is to receive a copy of the Code of Ethics from the Town Clerk upon his or her appointment to the Library Board.

ARTICLE VI  
Officers and Elections

1. Officers

The officers of the Library Board shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

2. Elections

All officers shall be elected for a term of one year at the January meeting and shall assume their duties on the Tuesday following the date of election. At no time shall any person be eligible to be elected as Chairman who has served in that office for eight or more successive years.

### 3. Vacancies

Vacancies in any office shall be filled by election at the next regular meeting of the Library Board.

### 4. Duties

#### (a) The Chairman shall:

- (1) preside at all meetings of the Library Board;
- (2) set agenda in consultation with the Library Director and other Board members;
- (3) appoint all committees, subject to the approval of the Library Board;
- (4) have control of all matters of routine administration during recesses of the Board;
- (5) be one of the required signatories on Library Board accounts;
- (6) perform such other duties as customarily pertain to that office.

#### (b) The Vice-Chairman shall:

- (1) perform the duties of the Chairman in the absence of the Chairman and assist when necessary;
- (2) perform such other duties as customarily pertain to that office.

#### (c) The Secretary shall:

- (1) give notice of all regular and special meetings at least five days in advance of such meetings;
- (2) keep a permanent record of all proceedings of the Board;
- (3) distribute draft minutes of the previous Board meeting;
- (4) submit in writing a schedule of regular meeting dates for the following year to the Town Clerk;
- (5) handle all official correspondence on behalf of the Board;
- (6) perform such other duties as customarily pertain to that office.

#### (d) The Treasurer shall:

- (1) deposit all Library funds and income exclusive of the Town appropriations in the name of the Weston Public Library in depositories selected by the Library Board;
- (2) be the disbursing officer of the board and keep the accounts of the Board;
- (3) present to the Board a financial report on a quarterly basis and an annual report at the end of the fiscal year;
- (4) be one of the required signatories on Library Board accounts;
- (5) acknowledge all donations received by the Library;
- (6) perform such other duties as customarily pertain to that office.

## ARTICLE VII

### Meetings

#### 1. Regular Meetings

The regular monthly meeting of the Library Board shall normally be held at the Library on the first Tuesday of each month. Should this not be feasible, the Library Board may select an alternate date or place. After its January meeting, the Board will transmit to the Town Clerk a schedule of its meeting dates for the upcoming calendar year.

#### 2. Annual Meeting

The Annual Meeting shall be held at the time of the regular meeting for the month of January to elect new officers.

#### 3. Special Meetings

Special meetings may be called at any time by the Chairman, or by two or more members of the Board by written request to the Chairman. The notice of such special meeting shall state the purpose, time and place of the special meeting. Special meetings called for by members of the Board shall take place within ten days of the Chairman's receipt of the written request.

#### 4. Attendance at Meetings

It is expected that Board members will attend all scheduled meetings.

#### 5. Quorums

A quorum for the transaction of business at any meeting shall consist of a majority of the members serving at that time on the Library Board.

#### 6. Pro Tem Officers

If any officer shall be absent from any meeting, a member of the Board shall be selected as necessary to fill that office pro tem.

## ARTICLE VIII

### Committees

Board committees may be appointed by the Chairman, subject to the approval of the Library Board.

These may include, but are not limited to, the following:

- |                            |                      |
|----------------------------|----------------------|
| (a) Buildings and Grounds  | (f) Personnel        |
| (b) Programs and Publicity | (g) Gifts and Trusts |
| (c) Budget                 | (h) Bylaw Review     |
| (d) Strategic Planning     | (i) Policies         |
| (e) Technology             |                      |

ARTICLE IX  
Library Director

1. Authority

The Library Director shall have charge of the administration of the Library under the direction and review of the Library Board.

2. Responsibilities

The Library Director shall be responsible for:

- (a) structure and equipment assigned to the Library;
- (b) the proper discharge of all duties by members of the Library staff and assignment of duties and similar matters affecting employees of the Library;
- (c) selection, purchase and disposition of Library property and holdings, regardless of format;
- (d) consultation with the Library Board regarding any major matters of policy and administration.

3. Attendance at Meetings

The Library Director shall attend all regular meetings of the Library Board.

4. Reports

- (a) The Library Director shall present to the Library Board:
  - (i) a monthly summary report of the operations of the Library;
  - (ii) other reports as deemed necessary by the Board.
- (b) The Library Director will submit all reports required by the State Library.

ARTICLE X  
Trustees Emeriti

Trustees Emeriti may be appointed by the Library Board. A Board member whose leadership, tenure and efforts on behalf of the Library have made especially meritorious contributions may be voted a Trustee Emeritus after ending his or her term as a Board member, provided the legal residence of the Trustee Emeritus remains in Weston. Trustees Emeriti shall be entitled to attend all Board meetings, but shall not be counted in determining a quorum and shall not be entitled to vote. Nominations for Trustee Emeritus may be made by any Board member. The vote to confer emeritus status shall take place at a Regular Meeting of the Board and shall be by a majority of the entire Board membership.

ARTICLE XI  
Amendments

These Bylaws may be amended at any regular meeting of the Library Board with a quorum present by the affirmative vote of two thirds of the members present, provided such amendment was proposed at a previous regular meeting or was stated in the call for the meeting at least ten days prior to the meeting.

Approved:

October 1, 2019

December 3, 1996

November 19, 1980

September 8, 1970

1965

April 25, 1961

1956

September 1955

November 3, 1954

January 30, 1949

The Library was founded at the annual Town Meeting in 1935, under Section 1072 of the General Statutes of Connecticut.

*Note: Bylaw amendment history prior to December 3, 1996 was created in 2019 through the reading of old Library minutes. It is not purported to be completely accurate.*