

CASTLETON FREE LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS

1. Purpose:

The Castleton Free Library Board of Trustees serves to develop policy and guide the operation of the library.

2. The Board shall consist of five elected members of the community. Terms of service are five years with one five year term filled each year on Town Meeting Day by the electorate. A member may run for re-election as often as desired. If a vacancy occurs in the middle of a term, a new board member shall be appointed by the remaining board members. The appointed member shall serve until the term ends.

3. The Board shall have the following offices: chair, secretary, treasurer. These offices will be filled by consensus.

4. The Board will meet a minimum of ten times per year at the library, monthly with the exception of July and August (which may be scheduled if needed). Dates and time will be set by consensus at the March meeting, and a resolution passed to that effect. Cancellations, reschedulings, and special meetings will be warned as required by the Vermont open meeting law.

5. A quorum must be present for valid transactions of business by the Board. Three trustees will constitute a quorum.

6. The general agenda for meetings will be prepared by the librarian and/or the chair with contributions by board members and will be available in the library two days prior to the meeting.

7. Duties of the Librarian - see job descriptions

8. Duties of the Trustees

- Creating by-laws
- Setting library policy
- Hiring and evaluating the librarians
- Long-range planning
- Financial management
- Promoting library use
- Serving as a link with the community
- Following the ALA Code of Ethics as published in the MANUAL FOR VERMONT LIBRARY TRUSTEES
- Attending a minimum of 2/3 of the regularly scheduled meetings per year to remain in good standing

9. The Board or a committee of board members will work with the library director to prepare the yearly budget. The budget will be finalized by the full board. The treasurer of the Board will review all expenditures and library accounts, and is authorized to sign library checks in emergencies. A different board member will be appointed as a regular signer on accounts, and will pay monthly bills presented by the library director. The library director may authorize equipment purchases or work orders under the amount of \$500.00. The Board will authorize equipment purchases or work orders over the amount of \$500.00.

10. Business decisions will be made by consensus at meetings where a quorum is present.

11. The by-laws will be evaluated yearly and amended by consensus of the trustees.