

**TOWN OF CANTON
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
BYLAWS**

ARTICLE 1: ESTABLISHMENT

In accordance with the *Code of the Town of Canton, County of Hartford, State of Connecticut*, Chapter 82, Section 3, Library Board of Trustees of the Town of Canton (hereinafter referred to as “the Library Board” or “the Board”) is created and established.

ARTICLE 2: DUTIES

The Library Board’s function shall be to:

1. Adopt policies, goals, and objectives for the operation of the Canton Public Library.
2. Monitor and review the operations of the Canton Public Library.
3. Develop with the Library Director an annual operating and capital budget to be presented to the Chief Administrative Officer for review.
4. Participate in the selection of a Library Director with the Chief Administrative Officer of the town.
5. Consult and advise the Chief Administrative Officer, Board of Selectmen, Board of Finance, and other town officials and employees regarding the use of past and future gifts and bequests made to the Canton Public Library (subject to acceptance of all gifts by the Board of Selectmen, as required by the Town Charter) and the operation of said library.

The Library Board shall operate in accordance with the American Library Association’s Bill of Rights and the Canton Public Library Mission Statement.

ARTICLE 3: APPOINTMENT AND ORGANIZATION

Section 1

In accordance with the *Code of the Town of Canton, County of Hartford, State of Connecticut*, Chapter 82, Section 3B, the Library Board shall consist of ten (10) members (hereinafter referred to as “Trustees”). Nine (9) Trustees shall be appointed by the Board of Selectmen, and one (1) Trustee shall be ex-officio without power to vote by virtue of serving as President of the Friends of the Canton Public Library. The term of each Trustee shall be four (4) years, with the exception of the ex-officio Trustee, whose term on the Library Board will last as long as his/her term of office as President of the Friends.

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Section 2

A vacancy on the Library Board occurring because of a change of residence, removal, resignation, or death of a Trustee shall be filled by the Board of Selectmen for the unexpired portion of the term. Each Trustee shall hold office until the end of his/her appointed term.

Section 3

Each Trustee shall be a resident of the Town of Canton and shall hold a valid library card.

Section 4

Trustees who resign from the Library Board for any reason shall notify the Town Clerk and the First Selectmen of their intention by letter, with a copy sent to the Secretary of the Library Board, in care of the Library Director.

Section 5

The Trustees shall establish bylaws for the functioning of the Library Board, which may expand on but not be inconsistent with the provisions of the *Code of the Town of Canton, County of Hartford, State of Connecticut*, Chapter 82.

Section 6

Trustees shall not receive any salary or other compensation for their attendance at regular or special meetings of the Library Board.

ARTICLE 4: OFFICERS

Section 1

At its first meeting in each calendar year, the Library Board shall elect by a simple majority of the Trustees present a Chair, a Vice Chair, and a Secretary. Each shall serve a one (1) year term.

Section 2

The Chair of the Library Board shall be the executive officer of the Board and shall supervise and control all of the business and affairs of the Board either directly or by delegation of duties. The Chair shall preside at all meetings of the Library Board. The Chair, or any other Trustee properly authorized by the Library Board, shall sign all documents which the Board has authorized to be executed. The Chair shall

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perform all duties incident to that office from time to time. The Chair also shall appoint committees and committee chairs.

Section 3

The Vice Chair shall preside at all meetings of the Library Board when the Chair is unable to perform this function. The Vice Chair also shall perform those duties delegated to him/her from time to time.

Section 4

The Secretary shall keep the records of the Library Board, act as Secretary of the Board's meetings, keep a record of the proceedings, record all votes, and perform all duties incident to that office. The Secretary shall see to the timely filing of agendas, minutes, and votes with the Town Clerk's Office in compliance with the prevailing Freedom of Information Act.

Section 5

Removal of an officer may be undertaken by the Library Board on the written complaint of not less than six (6) of the Trustees. After thirty (30) days' notice, such officer may be divested of office by a vote of not less than six (6) Trustees.

ARTICLE 5: MEETINGS

Section 1

Written notice of the date, time, location, and agenda of Library Board meetings, whether regular, special, or emergency, shall be communicated to each Trustee, filed with the Town Clerk's Office, and posted on the library's website, in accordance with law.

Section 2

Regular meetings of the Library Board shall be held at 7:15 p.m. on the second Wednesday of each month except July and August. Special meetings may be called by the Chair. Usually, meetings of the Library Board shall take place at the Canton Public Library.

Section 3

The order of business for regular meetings shall be as decided upon from time to time by the Trustees.

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Section 4

A quorum for any meeting of the Library Board shall consist of five (5) voting Trustees.

Section 5

Action may be taken by the Library Board upon a vote of not less than a majority of the Trustees present, unless these bylaws require a larger number.

Section 6

Special meetings may be held at the call of the Chair, with a quorum of the Library Board concurring, to conduct any business.

Section 7

All business of the Library Board shall be conducted in compliance with the prevailing Freedom of Information Act.

ARTICLE 6: COMMITTEES

Section 1

The Chair may appoint chairs and members of committees of one or more Trustees each for such specific purposes as the business of the Library Board may require from time to time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the full Library Board.

Section 2

Each active committee shall make a progress report to the Library Board at each of the Board's regular meetings.

ARTICLE 7: LIBRARY DIRECTOR

Section 1

The Library Board shall participate in the selection of a qualified Library Director with the Chief Administrative Officer of the town. Applications, received by the town following town procedures, shall be reviewed by a committee of the Board to choose applicants for interviews. Trustees shall participate

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on the interview panel(s) and have direct input with the Chief Administrative Officer as to the final recommendation. The Board of Selectmen, after consultation with and upon recommendation of the Chief Administrative Officer, shall appoint the Library Director. The Library Director shall be directly responsible to the Chief Administrative Officer.

Section 2

In accordance with the *Code of the Town of Canton, County of Hartford, State of Connecticut*, Chapter 82, Section 4, the Library Director shall:

1. Develop and recommend to the Library Board policies, goals, and objectives for the operation of the Canton Public Library
2. Have the responsibility and the authority for the administration of the policies, goals, and objectives established by the Library Board.
3. Develop with the Library Board an annual operating and capital budget to be presented to the Chief Administrative Officer for review
4. Select collection materials, supervise staff and facilities, and perform such other functions as are usual to public library directors in general.

Section 3

The Library Board, by an affirmative vote of not less than six (6) voting Trustees, shall report to the Chief Administrative Officer the failure of the Library Director to perform his/her duties as specified in these bylaws.

ARTICLE 8: AMENDMENTS

With thirty (30) days' written notice, these bylaws may be amended at any regular or special meeting of the Library Board by an affirmative vote of a majority of the voting Trustees present.

Approved by the Library Board of Trustees, June 13, 2012