

GOSHEN PUBLIC LIBRARY

BOARD OF DIRECTORS

BY-LAWS

2021

INTRODUCTION

The Goshen Public Library is a public institution subject to the laws, ordinances and regulations of the Town, State and Federal Governments. These by-laws are intended to conform to such laws, ordinances and regulations.

The mission of the Goshen Public Library is to provide books, media, information, programs and services to educate, inform and entertain the community.

ARTICLE I THE BOARD OF DIRECTORS

According to state statutes, the term of each Library Board member must be six years. Therefore, the Board of Directors of the Goshen Public Library shall consist of six members who have been duly elected in public elections for terms of six years or for such period of time as may remain in the uncompleted six-year term of a previous Board member.

Vacancies shall be filled by appointment made by the Town Board of Selectmen after due consideration of any recommendations made by the President or Acting President of the Library Board of Directors to the Democratic and/or Republican Party Town Committees. Such appointees shall serve at the pleasure of the Board of Selectmen until the vacancy for the remaining term is filled through the election process.

The Board shall prepare by-laws for its governance, and shall, in accordance with Federal and State statutes, Town ordinances and those by-laws exercise its right to expend for the benefit of the Goshen Public Library all moneys appropriated by the Town for the Goshen Public Library and any other funds, including donations and gifts, within the Board's control.

The Board shall oversee the operations of the Goshen Public Library and shall be charged, inter alia, with:

Developing a strategic vision for the Library and formulating policies consistent with that vision;

Providing well-trained, customer focused staff and guiding that staff in the administration and operation of the Library;

Offering a balanced collection of books, media and other library resources;

Communicating information about the Library's services to the community on a regular basis;

Providing a well-maintained and welcoming library facility and overseeing its physical plant reviewed by at least a quorum of the Board of Directors individually by May of each year;

Providing an environment for information technology and for educating the community in such technology;

Submitting an Annual Budget to the Town;

Representing the Library before the Town Government.

The Board shall comply with the Freedom of Information Act (FOIA). All formal actions of the Board shall be in writing and available to the public. Please refer to the Library's FOIA policy.

ARTICLE II BOARD MEETINGS

Regular meetings of the Library Board shall be held monthly on a schedule set by the Board annually prior to the first meeting of each calendar year. Said meetings shall normally be held in person or held virtually per orders of the Board of Selectmen. For in person meetings, individual members can attend virtually or by electronic means and must be listed in the minutes under Attendance as "present by electronic devices." The business of each Regular Meeting shall include, but not be limited to, disposition of minutes, financial report, Library Director's report, Committee reports, Old and New business and, if any, public presentations to or discussion with the Board.

The Regular Meeting scheduled for September shall be designated as the Annual Meeting and shall be for the purpose of adopting an Annual Report for the preceding fiscal year of the Town of Goshen.

Special Meetings may be called by the President, or upon the request of two or more Board members, for business stated in the agenda of the call. Written notice and the agenda shall be filed with the Town Clerk at least 24 hours in advance.

Emergency Meetings may be called by the President, in which case no notice is required, but Minutes must be filed with the Town Clerk within 72 hours of the meeting and the nature of the emergency stated.

Notice of Regular Meetings shall be given to all Board members and the Town Clerk and shall include the agenda.

If meetings are cancelled for lack of a quorum, or recessed, notice shall be posted within 24 hours, if possible.

A quorum for the transaction of business shall consist of four Board members present, except where otherwise provided in these by-laws.

**ARTICLE III
OFFICERS OF THE BOARD**

There shall be five officers: President, Vice President, Treasurer, Assistant Treasurer and Secretary, who shall be chosen from among the Board members and each of who shall be elected by the Board at the first Regular or Special Meeting in December. Each shall serve for a term of one calendar year beginning the following January and each may be re-elected. A vacancy in any of the offices during the calendar year shall be filled promptly by majority vote of the Board members present at the next Regular Meeting.

**ARTICLE IV
ELECTION OF OFFICERS**

The President shall be the first officer elected. Nominations shall be received from Board members and, if seconded, the board shall vote on the nominee(s). A simple majority shall be required for election.

The Vice President shall be the second, the Treasurer the third, the Assistant Treasurer the fourth and the Secretary the last officer elected. For each position in turn, nominations shall be received and, if seconded, the Board shall vote on the nominee(s). A simple majority shall be required for election.

If the votes for any position are not unanimous, the Secretary shall record the individual votes in the Minutes.

**ARTICLE V
ATTENDANCE**

All Board members shall attend all Regular Meeting as scheduled unless excused by the President. Notification of inability to attend a Regular Meeting shall be given to the President at least one week prior to the scheduled meeting, if possible.

Absence for three (3) consecutive Regular Meetings or more than five (5) total absences in a year, shall be cause for the members to request a member to resign from the Board.

Members shall use discretion in requesting such a resignation and such a request must be a majority of the remaining members. If there is a majority vote to request a member's resignation, then dissenting voters and reasons for dissent shall be recorded in the minutes. A copy of the request, with documentation, shall be sent to the Town Government and the appropriate Town Committee.

**ARTICLE VI
FUNCTIONS AND RESPONSIBILITIES OF THE OFFICERS
PRESIDENT**

The President shall preside over all meetings unless unable to attend. In the absence of the President, the Vice President shall preside. If both the President and the Vice President are absent, the Board members present (assuming there is a quorum) shall select one of their number to chair the meeting temporarily.

The President shall prepare and distribute to Board Members notice and the agenda for each Regular Meeting of the Board. The President may, as a matter of discretion, consult with Board members on such matters as meeting dates, Special and Emergency Meetings and agenda topics. The President shall deliver one copy of such notice and agenda to the Town Clerk for posting.

The President shall be the liaison between the Goshen Public Library and the Town Government but may, as a matter of discretion, designate another Board member, or the Library Director, to be that liaison with respect to a specific matter. The President shall keep the Board informed of any such designation.

VICE PRESIDENT

The Vice President, in the event of the absence or disability of the President, or of a Vacancy in that office, shall assume and perform the duties and functions of the President.

TREASURER

The Treasurer shall report at least monthly to the Board on the disposition and availability of all Goshen Public Library funds.

ASSISTANT TREASURER

The Assistant Treasurer, in the absence of the Treasurer, shall assume and perform the duties of the Treasurer.

SECRETARY

The Secretary is elected from the Board of Directors.

The Secretary shall prepare Minutes of all meetings, retaining one or more file copies and filing one copy with the Town Clerk within seventy-two hours of Regular Meetings, Special Meetings and Emergency Meetings.

The Secretary shall prepare and transmit any authorized communications from the Library Board to other agencies, individuals, or Town bodies.

**ARTICLE VII
FUNCTIONS AND RESPONSIBILITIES OF THE BOARD**

The Board shall formulate and review Library policy. Policies shall be reviewed at least every five (5) years, according to a set schedule. Personnel policies shall not conflict with Town policies.

The Board shall oversee the physical plant by conducting an inspection at least annually. Recommendations to the Town government for changes and/or improvements shall be made in writing.

The Board shall submit an Annual Budget to the Town.

The Board may be a member of the Association of Connecticut Library Boards.

All moneys collected or received by the Goshen Public Library in payment for library service contracted for and rendered, shall be placed in the treasury of the town, city, borough, fire district or school for which such service was rendered, to the credit of its library fund. The moneys in such fund shall be kept separate from other moneys and shall be withdrawn only by authorized officials, upon authenticated vouchers of the directors or trustees of the public library, which provides such services. (General Statutes of Connecticut, Volume 3, Chapter 190, Section 11-27, Library Fund)

**ARTICLE VIII
COMMITTEES**

Committees may be appointed by the Board to study special problems and make recommendations to the Board. Such Committees shall serve until the Board considers their work completed. On urgent matters arising between Board meetings, the President may make appointments to such Committee and such appointees to serve provisionally until confirmed by the Board. Members of such Committees need not be Board members.

**ARTICLE IX
LIBRARY DIRECTOR**

The Library Director shall be an “ex-Officio” non-voting member of the Board of Directors and shall attend all Board meetings except when the Board specifically directs otherwise. The Library Director may be excused from a meeting with advance notice and per approval of the Board President.

The Library Director shall be in administrative charge of the daily operation of the Goshen Public Library and shall operate at all times within the policy guidelines set down by the Board of Directors. The performance of the Library Director shall be subject to review by the Board at least annually.

The duties and responsibilities of the Library Director shall be those assigned by the Board of Directors in a written job description.

If the Library Director requires a significant change or shift in work schedule for a period of more than one month, she or he shall immediately notify the President. The President shall notify the Board of Directors at the next meeting, or if an emergency, by email or phone. If the President is unable to notify, then she or he shall ask the Vice President to notify the Board of Directors at the next meeting, or if an emergency, by email or phone.

ARTICLE X AMENDMENTS

These by-laws shall be reviewed every five-(5) years and, may be reviewed and amended by the Board at any time to reflect changes in statutes or policies. The following amendment procedures shall be followed:

1. The intention to consider by-laws amendments shall be stated in the Agenda for the meeting.
2. A draft of the proposed amendment(s) shall be sent to each Board member in advance of the meeting.
3. Action on amendment(s) taken at a Regular Meeting shall require the affirmative vote of at least five Board members.
4. By-laws amendment action shall be taken by the Board of Directors only at a Regular Meeting, or at a Special Meeting called for that specific purpose which all Board members have agreed in advance to attend and at which the vote shall then be unanimous by those present.

ARTICLE XI CONFLICTS OF INTEREST

Board members shall be responsible for disclosing any conflicts of interest and upon the request of a majority of the Board then sitting, shall not vote where there is an apparent conflict of interest. Such inability to vote shall not be deemed to constitute the absence of a quorum.

Original By-Laws December 16, 1901

Revised August 25, 1980

Revised March 19, 1990

Revised April 18, 1995

Revised March 19, 1996

Revised March 1998

Revised July 21, 2003

Revised May 3, 2010

Revised May 19, 2021

REVISION BOARD

Henrietta C. Horvay, President

Diana Y. Bernard, Vice President

Lucia L. Miller, Treasurer

Lynette A. Miller, Assistant Treasurer

Darlene M. Demetri, Secretary

Josephine Jones

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42B North Street

Goshen, CT 06756

860-491-3234