

Bylaws of the Chester Library Board

Preamble to bylaws of the Board of Trustees of the Chester Public Library:

The Board, in adopting the following bylaws, recognizes that Section 1 is a bylaw of the Town of Chester enacted October 7, 1895, and that Section 2 is a measure also enacted by the Town on that date but since adapted, in practice, to the holding of biennial town elections which have replaced the annual town elections in force at the time of the 1895 enactment.

Bylaws

1. The Board of Trustees of the Chester Public Library shall consist of six members.
2. The term of office shall be six years, so expiring that two members must be elected at each biennial town election.
3. The first board meeting after each biennial town election shall be a reorganizational meeting at which officers shall be elected by the board.
4. The officers shall be: Chair, Vice Chair, Secretary and Treasurer.
5. A quorum for the transaction of business shall consist of four board members.
6. A minimum of four meetings in each fiscal year shall be held.
7. Special meetings may be called by the Chair, or, upon the written request of four members, by the Chair, or in case of the Chair's incapacity by illness or other cause, by the Vice Chair, for the transaction of business stated in the call of the meeting.
8. Notices of all meetings shall be communicated by the Secretary to all members at least five days before each meeting.
9. The Chair of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chair, the Vice Chair shall preside at the meeting.
10. The Secretary of the board shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all regular meetings, and on the authorization of the Chair, of all special meetings; shall have custody of the minutes and other records of the board except those required by the Treasurer; shall notify the appointing body of any vacancies on the board.
11. The Treasurer shall have charge of the special library funds and income outside the appropriations in charge of the town treasurer; shall sign checks on the account, on the authorization of the board, and shall report at each meeting on the state of the funds.
12. Committees: Special committees for the study and investigation of specific issues may be appointed by the Chair, such committees to serve until the completion of the work for which they were appointed.
13. Library Director: The Library Director shall be considered the executive officer for the board and shall have sole charge of the administration of the library under the direction and review of the board. The Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director will review the

annual budget with the board before submitting it to the town. The Library Director shall attend all board meetings.

14. Order of Business: The order of business at the regular meetings shall be as follows:

- Call to Order
- Approval of Minutes
- Secretary's Report
- Approval of Treasurer's Report
- Library Director's Report
- Reports of Committees
- Old Business
- New Business
- Audience of Citizens
- Adjournment

15. Amendments: These bylaws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call of the meeting.