



## Highgate Library and Community Center

### Library Trustee Bylaws

#### **Board of Trustees**

The HLCC Board of Trustees shall consist of five members.

#### **Length of Term**

- Each member of the Board shall serve for a term of five years.

#### **Vacancies**

- Each year, one Board member's term will expire, and a successor shall be elected at the annual Highgate Town Meeting.
- Vacancies occurring on the Board of Trustees between annual meetings shall be filled by an appointee selected by the HLCC Board of Trustees and to be approved by the Highgate Select Board. This appointee shall serve until the next annual meeting, at which time the vacancy shall be filled by an elected vote. The person elected shall serve the remainder of the vacating member's expired term.

#### **Attendance**

- Board members will be required to attend a minimum of 9 meetings per year and not miss two consecutive meetings within the 12-month period spanning March-March (between town meetings), or risk forfeiture of their Board membership by majority vote of the Trustees.
- Absence from three consecutive meetings shall constitute automatic and immediate dismissal from the board unless the Board defers this dismissal by majority vote.
- The Board may remove a Trustee at any time for misconduct, incapacity, or neglect of duty in carrying out the mission of the Highgate Library and Community Center.

#### **Officers**

Officers of the Board of Trustees shall be elected on a yearly basis at the April meeting.

#### Chair:

The Chair of the Board shall preside at all meetings, appoint all committees, authorize all calls for special meetings, and generally perform the duties of a presiding officer. In the absence of the Chair from a meeting, the Vice Chair shall serve as acting Chair.

#### Vice Chair:

The Vice Chair of the Board shall assist the Chair upon request and as needed. In the absence of the Chair and the Vice Chair from a meeting, the Secretary shall serve as acting Chair.

#### Secretary:

The Secretary shall act as clerk of the Board. The Secretary shall keep minutes of Board meetings and submit them in a timely manner to the Town Clerk and write letters on behalf of the Board.

#### Treasurer:

The Treasurer shall report at each meeting the state of the funds available based on the budget status report. They will work closely with the Director and the Town Treasurer to prepare a yearly operating budget.

#### General Board Member Responsibilities:

The Board of Trustees is responsible for the following:

1. Selecting and supervising a competent librarian.
2. Adopting and implementing the written by-laws to govern operations of the library. These are to be reviewed and updated on a yearly basis.
3. Attendance and participation at monthly Board meetings.
4. Working for financial support of the library: approving a yearly operating budget with the advice and assistance of the Director, Board Treasurer, and the Town Treasurer then presenting this to the voters at the annual Town Meeting.
5. Planning for the future development of the library.
6. Informing the Select Board of the maintenance needs of the library.
7. Assist in and oversee fundraising efforts for the library.
8. Attendance at annual Town Meeting and other special events as needed.

#### Meetings

Regular meetings of the Board of Trustees will be held on the first Wednesday of each month at 6:30 pm unless otherwise specified and noticed by the Board. Notice of these meetings will be posted in at least three public places within the town. Trustees will also be in attendance at the annual Town Meeting. A quorum of the Board of Trustees must be in attendance at Board meetings to conduct business.

**Quorum:**

A quorum shall consist of three members of the Board of Trustees.

**Order of Business:**

The order of business at a regular meeting shall include:

Call to order, public comments, approval of previous month's minutes, treasurer's report, director's report, old business, new business, next meeting, executive session, and adjournment.

**Notice of Special Meetings:**

When necessary, the Chair may call a special meeting of the Board of Trustees. The special meeting must be warned at least 24 hours in advance by posting within three public places in the town. A quorum of the Board of Trustees must be in attendance to conduct business.

**Amendment of By-Laws**

New bylaws may be adopted and any bylaw may be amended by majority vote of the Board of Trustees at any meeting.

Approved &  
HLCC Trustee  
mtg. 4-5-23.

