

Constitution and By-Laws of the West Woodstock Library Association

Section 1 – Name

This Association shall be known as the West Woodstock Library Association.

Section 2 – Mission Statement

The object of the Association shall be to provide books and periodicals without charge for the public use and to increase and promote the interest in literature.

Section 3 – Membership

Anyone who patronizes the library, uses its services, observes its policies and procedures or is a Woodstock taxpayer shall be considered an Association member.

Section 4 – Board of Trustees

The Trustees shall be elected from the membership for a period of three (3) years. The Board of Trustees shall consist of a minimum of nine (9) and a maximum of eighteen (18) members including the four (4) officers.

1. Commencing with the June 14, 2004 election one-third (1/3) of the Trustees will be elected for one year terms, one-third (1/3) for two year terms, and one-third (1/3) for three year terms, and thereafter on the expiration of said respective terms, their successors shall be elected for three (3) year terms.

Section 5 – Officers

The officers of the Association must be legal voters in the town of Woodstock and shall consist of a President, Vice-President, Secretary and Treasurer to be elected by the Board of Trustees from the roster of current Trustees. All officers shall be elected to a two (2) year term with a maximum tenure of two (2) consecutive two (2) year terms.

There shall be two (2) Trustee Representatives who shall be elected from the roster of current Trustees. The Trustee Representatives shall represent the Trustees at all Executive Committee meetings. The Trustee Representatives shall be elected to a one (1) year term.

The Executive Committee shall consist of the Officers of the Association and the two Trustee Representatives.

Section 6 – Duties and Responsibilities

A. Board of Trustees

1. Shall govern the overall operation of the library including the direction and duties of the Librarian.
2. Shall observe all guidelines for trustees as outlined in the *Connecticut Public Library Trustees Handbook* published by the Association of Connecticut Library Boards. The most recent copy of the Handbook shall be part of the library records.
3. Shall attend quarterly Association meetings.
4. Shall attend any Executive Board meetings at the President's call.
5. If a Trustee fails to attend three (3) consecutive meetings of the Board (i.e., quarterly Association meetings) without notifying the President of a valid reason, that Trustee shall be dropped from the Board. Should a Trustee resign during a

term of office or be dropped, the Board of Trustees shall appoint a replacement to fulfill the unexpired term, only if the vacancy drops the Board level below the minimum number of nine (9).

B. Officers

1. The President shall preside at all Association, Board of Trustee and Executive Committee meetings.
2. The Vice-President shall preside at all meetings in the absence of the President.
3. The Secretary shall keep a record of all meetings of the Association, shall perform other usual secretarial duties, and shall make a written report summing up activities for the year. A copy of this Constitution/Bylaws shall be kept with the records of the Secretary. The Secretary shall record the names of the members present at each meeting.
4. The Treasurer shall receive and care for all funds paid to the Association, shall perform any other usual functions of a treasurer and shall make a written report of all receipts and expenditures at all meetings and at the annual meeting of the Association. The Treasurer shall approve all bills. There shall be an annual audit of the West Woodstock Library financial records.
5. In the event of an Officer resigning or being unable to perform his/her duties, a successor shall be appointed by the Board of Trustees from the Board of Trustees for the remainder of the elected term.

C. The Executive Committee

1. Shall draw up a proposed yearly budget to be presented to the Board of Trustees prior to presenting it to the town of Woodstock Board of Selectmen for funding.
2. Shall consult with the Librarian concerning general operation of the library.
3. Shall formulate plans for fundraising as necessary.
4. Shall appoint a nominating committee or any other committee for efficient running of the library.
5. Shall be in charge of all personnel decisions pertaining to the Librarian; including but not limited to hiring, firing, discipline and salary.

D. Librarian

1. Shall be in charge of the library in conjunction with the direction of the Board of Trustees.
2. Shall purchase any and all books within the monetary guidelines of the annual budget subject to a quarterly review by the Board of Trustees or a committee established for that purpose.
3. Shall be a non-voting member of the Board of Trustees but shall be encouraged to attend the quarterly meetings.
4. Shall attend any Executive meetings at the request of the President.
5. Shall adhere to the duties and responsibilities of the Librarian position as outlined in the job description.
6. Shall be reviewed and evaluated by the Board of Trustees annually prior to the annual Association Meeting.

Section 7 – Meetings

The annual meeting of the Association shall be held at the end of the fiscal year for the purpose of electing new Board of Trustee members, and to hear the year-end reports from all standing and special committees. Regular meetings of the Association shall be held quarterly. The Board of Trustees shall ensure that all Association members are given an opportunity to ask any questions and/or to present any ideas during these meetings. The Executive Committee shall set the time and place of these meetings. Members shall be informed of the date, time and place of these meetings one week prior to the meeting through public notice.

The Board of Trustees shall meet quarterly, prior to the Association meeting. All Trustees shall get a copy of the agenda e-mailed to them three (3) days prior to the meeting.

The Executive Committee shall meet monthly except during the months of July and August.

The President shall also call special meetings of the Officers and Trustees if need arises. A special meeting may also be called at the request of fifty-five percent (55%) of the Board of Trustees.

A quorum is needed to hold regular or special meetings. A quorum shall consist of at least a majority of the Officers and Trustees. A majority vote of members present shall determine all matters that become before the Board.

Section 8 – Fiscal Year

The Association term (fiscal year) shall begin on July 1 and end on June 30. The Treasurer's Annual report shall include the twelve (12) months ending on that date.

Section 9 – Amendments

This Constitution and By-Laws shall be revised as needed at any Annual Meeting of the Association by a vote of two-thirds (2/3) of the members present.

The original copies of this Constitution and By-Laws of the West Woodstock Library Association shall be kept on permanent file at the library with all other documents pertaining to the Association.

This Constitution and By-Laws was approved on and is effective as of June 13, 2004. It supercedes all previous versions.