

Jonathan Trumbull Library
Bylaws Committee Meeting
February 6, 2017

Present: Cathe McCall and Maureen McCall

Absent: Michelle Kersey and Darlene Boirie

The meeting was called to order at 7:00 by the chair, Cathe McCall. Suggestions for bylaws changes are as follows:

Current	Change	Reasoning
<p>ARTICLE I – NAME AND AFFILIATION</p> <p>Bills are paid by the Town Treasurer from money allotted to the Library account.</p>	<p>ARTICLE I – NAME AND AFFILIATION</p> <p>Bills are paid by the Town Treasurer from money allotted to the Library account.</p>	<p><i>We feel that the L in Library should be capitalized only if naming the library and not as an adjective. We will defer to Julie.</i></p>
<p>ARTICLE II – OBJECTIVES</p> <p>The objectives ...</p> <p>...and indifference.</p>	<p>ARTICLE II – OBJECTIVES</p> <p>Our goal is to provide materials, information and services for the enrichment, enjoyment and educational needs of the residents of Lebanon.</p>	<p><i>Our objectives should capture the mission of the library.</i></p>
<p>ARTICLE IV – LIBRARY STAFF</p> <p><i>...for an adequate and proper selection of books and materials in keeping with the stated policy of the Board,...</i></p>	<p>ARTICLE IV – LIBRARY STAFF</p> <p>...for an adequate and proper selection of books and materials in keeping with the stated policy of the library,...</p>	<p><i>It is not the Board's policy – but the library's policy.</i></p>
<p>Section I – Duties of Officers</p> <p>Chairman</p> <p>8. Conducts correspondence as directed</p> <p>9. Reads correspondence or reports the substance of it at meetings</p>	<p>Section I – Duties of Officers</p> <p>Chairman</p> <p>8. <i>Reads correspondence or reports the substance of it at meetings</i></p>	<p><i>Remove 8 as it is a repeat of 5 – renumber 9 to 8</i></p>
<p>Section I – Duties of Officers</p> <p>Recording Secretary</p> <p>5. Notifies the Town Clerk of the schedule of regular meetings of the Board of</p>	<p>Section I – Duties of Officers</p> <p>Recording Secretary</p> <p>5. Performs such other duties as are generally associated with that office</p>	<p><i>Item 5 is currently listed under Chairman so remove and renumber.</i></p>

<p>Trustees for the following year, no less than 30 days prior to the January meeting</p> <p>6. Performs such other duties as are generally associated with that office</p>		
<p><i>ARTICLE VI – MEETINGS</i></p> <p>6. At the September meeting in the non-election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years except for the year of 2015.</p>	<p><i>ARTICLE VI – MEETINGS</i></p> <p>6. At the September meeting in the election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years.</p>	<p><i>Referencing page 4 first paragraph, officers are elected immediately following a town meeting so we must do this in an election year, not a non-election year. Also remove (except for the year of 2015 which is past).</i></p>

<p>ARTICLE VII – COMMITTEES (pg 5)</p> <p>1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. Term will be two (2) years except for the year of 2015.</p>	<p>ARTICLE VII – COMMITTEES (pg 5)</p> <p>1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. Term will be two (2) years.</p>	<p><i>Remove (except for the year of 2015 which is past)..</i></p>
<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>1. ...on the Library program</p> <p>5. Attend all Board...</p> <p>7. ...operations of the Library...</p>	<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>1. ...on the library program</p> <p>5. Attend all board...</p> <p>7. ...operations of the library...</p>	<p><i>We feel that the L in Library should be capitalized only if naming the library and not as an adjective. We will defer to Julie.</i></p> <p><i>Also 'Board'.</i></p>
<p>LIBRARY POLICIES</p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY AN AFFIRMATIVE VOTE OF SIX (6) MEMBERS AT THE NEXT BOARD MEETING.</p>	<p>LIBRARY POLICIES</p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY AN AFFIRMATIVE VOTE OF SIX (6) MEMBERS AT A SUBSEQUENT BOARD MEETING</p>	<p><i>Thought perhaps at a subsequent meeting makes more sense.</i></p>
<p>Circulation Policy (pg 10)</p> <p>5. ...This applies to both the Children's and Young People's and Adult sections.</p> <p>5. Museums, Aquariums...</p> <p>5. The Library</p>	<p>Circulation Policy (pg 10)</p> <p>5. ...This applies to the Children's and Young People and Adult sections.</p> <p>9. ...museums, aquariums, ...</p> <p>10. The library</p>	<p><i>The term 'both' doesn't apply when three things are listed.</i></p> <p><i>Should not be capitalized.</i></p>

<p><i>Library Use Policy</i></p> <p>5. ...by patrons for local calls only with permission..</p> <p>5. ...permission of the Library staff.</p> <p>10. ...Disruptive behavior shall be considered any behavior that is disruptive to patrons or staff in the library.</p> <p>11.</p> <p>13. No regular meetings of such nonprofits and community groups may be booked more than once in each month.</p>	<p><i>Library Use Policy</i></p> <p>5. by patrons with permission..</p> <p>7....permission of the library staff.</p> <p>10...Disruptive behavior shall be considered any behavior that is upsetting to patrons or staff in the library.</p> <p>13. No regular meetings of such nonprofits and community groups may be booked more than once in each month except at the discretion of the Library Director.</p>	<p><i>Are there any long distance charges???</i></p> <p><i>Capitalized L.</i></p> <p><i>You really shouldn't be describing disruptive with the word disruptive. How about upsetting, distressing or disturbing?</i></p> <p><i>AS THE KNITTERS MEET AT LEAST TWICE A MONTH, WE FELT SOMETHING SHOULD BE SAID ABOUT THIS.</i></p>
<p><i>Job Description – Library Director (pg 13-14)</i></p> <p>All listed items</p> <p>Library Services Management 4. in the Library</p> <p>Fiscal Management 5. Town 6. Town payroll 8. to the Library</p> <p>Miscellaneous 2. Town departments 6. Town department 8. Library's activities</p>	<p><i>Job Description – Library Director (pg 13-14)</i></p> <p>Should have an 's'.</p> <p>Library Services Management 4. in the library</p> <p>Fiscal Management 5. town 6. town payroll 8. to the library</p> <p>Miscellaneous 2. town departments 6. town department 8. library's activities</p>	<p><i>Note that all other job descriptions list the verbs as an active verb as in 'directs', 'selects', 'processes', etc. Only the Library Director descriptions are listed without the 's' (except Fiscal Management where 8 shows seek and administers). Terms should agree.</i></p> <p><i>Capitalization</i></p>
<p><i>Library Assistant – page 16</i></p> <p>Spacing issue between</p>	<p><i>Library Assistant – page 16</i></p>	<p><i>Add a blank line.</i></p>

Additional Duties and Experience		
<i>Senior Library Aide – pg 17</i> Experience and skills required 5. Demonstrated proficiency	<i>Senior Library Aide – pg 17</i> Experience and skills required 5. Demonstrates proficiency	<i>Fix the proper tense.</i>
<i>Page 24</i> This page is the sample of the annual meeting schedule but we don't have a page for the actual filled in schedule – should add it numbered as page 32???		<i>See column 1.</i>
APPENDIX E The term of each Director is six (6) years	APPENDIX E The term of each Trustee is six (6) years	<i>Change 'Director' to 'Trustee'</i>
<i>APPENDIX G</i> All regular meetings begin at 7:00 p.m. at the Library* on the third Thursday of each month. <i>*May 19-Dec. 15, 2016 meetings will be held in Community Center dining room.</i>	<i>APPENDIX G</i> All regular meetings begin at 7:00 p.m. at the Library* on the third Thursday of each month. <i>*May 19-Dec. 15, 2016 meetings will be held in Community Center dining room.</i>	<i>Library shouldn't be capitalized and remove the footnote referencing the Community Center.</i>

Maureen does not have the latest up-to-date copy of the entire bylaws on her computer so could not check the entire document to see if all of the proper capitalization or non-capitalization was done for Library and Town. Julie will have to look for any we missed. Maureen will need a new copy emailed to her once changes are accepted. Motion to adjourn 7:20.

Respectfully submitted,
Maureen D. McCall, Secretary