

Jonathan Trumbull Library
Bylaws Committee Meeting
August 11, 2015

Present: Cathe McCall, Alicia Wayland, Michelle Kersey and Maureen McCall

The meeting was called to order at 7:05 by the chair, Cathe McCall. Suggestions for bylaws changes are as follows:

Current	Change	Reasoning
<p style="text-align: center;">ARTICLE III – BOARD OF TRUSTEES</p> <p>The term of newly elected members will commence on the second Tuesday next following the day of the municipal election at which such official is elected, barring special circumstances (14 days after the election.)</p>	<p style="text-align: center;">ARTICLE III – BOARD OF TRUSTEES</p> <p>The term of a newly elected member begins on the second Tuesday following the municipal election. (This is usually fourteen (14) days after the election).</p>	<p><i>The sentence was confusing and we are trying to clarify.</i></p>
<p><i>Section I – Duties of Officers</i></p> <p>2. Appoints special committees and is an ex-officio member of all committees except nominating committee</p>	<p><i>Section I – Duties of Officers</i></p> <p>2. Appoints special committees and is an ex-officio member of all committees except the nominating committee</p>	<p><i>We refer to it later on the page as THE so added it here.</i></p>
<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>6. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting</p> <p>7. Conducts correspondence as directed</p> <p>8. Reads correspondence or reports the substance</p>	<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>6. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting</p> <p>7. Warns all special meetings with the selectman's office</p> <p>8. Conducts correspondence as directed</p>	<p><i>The Chairman found that she needs to also warn special meetings differently than other meetings.</i></p>

of it at meetings	9. Reads correspondence or reports the substance of it at meetings	
<i>Secretary</i>	<i>Secretary</i>	<i>Aligned the bulleted numbers to the other numbers on the page.</i>
<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>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>The current situation is awkward in that new board members would not have the opportunity to serve, those nominated might be up for election and not get voted in and new members would not have time to determine if the slate of officers has the proper qualifications. This will give officers a one year term this year 2015 and perhaps again if they are in the middle of their two-year term when their six year term expires but this seems a better way to handle the situation.</i></p>
<p><i>ARTICLE VII – COMMITTEES</i></p> <p>1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. If the newly elected members are unable to be sworn in by the November meeting, the Board shall appoint such standing committees at the January meeting. Term will be two (2) years.</p>	<p><i>ARTICLE VII – COMMITTEES</i></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><i>See above – officers and committees would run concurrently. Again there might be times when a two-year term is interrupted by the expiration of a six-year term on the board.</i></p>

<p>ARTICLE VIII – AMENDMENTS (pg 5)</p> <p>1. ...They may be amended by a two thirds (2/3) vote at the next meeting.</p> <p>LIBRARY POLICIES (pg 7)</p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY MAJORITY VOTE AT ANY LEGAL BOARD OF TRUSTEES MEETING WHERE A QUORUM IS PRESENT.</p> <p>APPENDIX E: Board of Trustees Address List (pg 24)</p> <p>Five (5) members are needed for a quorum</p>	<p>ARTICLE VIII – AMENDMENTS (pg 5)</p> <p>1. ...They may be amended by a two thirds (2/3) vote at the next meeting.</p> <p>LIBRARY POLICIES (pg 7)</p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY MAJORITY VOTE AT ANY LEGAL BOARD OF TRUSTEES MEETING WHERE A QUORUM IS PRESENT.</p> <p>APPENDIX E: Board of Trustees Address List (pg 24)</p> <p>Five (5) members are needed for a quorum</p>	<p><i>Here is a conundrum and there are three places that this must be addressed so they are all listed here. We made no change.</i></p> <p><i>On page 5, a 2/3 vote is needed which is 6 people. On page 7, a quorum 5 (of 9) and on page 24, 5 members is a quorum.</i></p> <p><i>Should not all three be consistent? What is the board's preference? We left this open for discussion.</i></p>
<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>The Budget Committee is part of the planning of the proposed budget and the revised budget (when the Town notifies us of the amount of money they have allotted to the library.)</p>	<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>The Budget Committee is part of the planning of the proposed budget and the revised budget (when the Board of Finance or Finance Office notifies us of the amount of money they have allotted to the library.)</p>	<p><i>Information comes from the Finance Committee and not the Town.</i></p>
<p>Collection Development Policy</p>	<p>Collection Development Policy</p>	

<p><i>Population Served</i> - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. The Young People's Library serves all children from birth. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age. A parenting collection is also maintained in the Young People's Library.</p>	<p><i>Population Served</i> - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. The Young People's Library serves all children from birth to young adults. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age. A parenting collection is also maintained in the Young People's Library.</p>	<p><i>Include the young adults (from birth to..). While we had discussion on whether we should be using Young People's or another form of description in the entire document, we don't like Young People's' so remove the additional apostrophe.</i></p>
<p><i>Gifts</i> – Gifts donated to the library will be made without conditions.</p>	<p><i>Gifts</i> – Gifts donated to the library will be made without conditions except under circumstances approved by the Library Director.</p>	<p><i>With the renovation coming there are those who might want to donate for certain things in the renovated building and they should be able to designate.</i></p>
<p><i>Circulation Policy (pg 10)</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to both the Children's and Young People's and Adult sections.</p> <p>6. Videocassettes</p> <p>9. Policy for Passes to Museums, Aquariums, etc.:</p> <ul style="list-style-type: none"> • One pass per family per visit may be borrowed. • Person signing out pass 	<p><i>Circulation Policy (pg 10)</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to both the Young People and Adult sections.</p> <p>9. Policy for Passes to Museums, Aquariums, etc.:</p> <ul style="list-style-type: none"> • One pass per family per visit may be borrowed. • Person signing out pass 	<p><i>We refer to it as the Young People's Library and not the Children and Young People's Library.</i></p> <p><i>Question for Julie – do we still do Videocassettes?</i></p> <p><i>Encourage to return THEM...</i></p>

<p>must be at least eighteen years old.</p> <ul style="list-style-type: none"> • Passes are loaned for three (3) nights but patrons are encouraged to return as soon as possible <p>10. printing</p>	<p>must be at least eighteen years old.</p> <ul style="list-style-type: none"> • Passes are loaned for three (3) nights but patrons are encouraged to return them as soon as possible 	<p><i>Question for Julie – should be up the price of black and white from .15 to .25?</i></p>
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<p>Library Director. Input will be solicited from the entire Board of Trustees prior to the October meeting and the Personnel Committee will compile results and meet with the Library Director. The Library Director will be given the opportunity to respond. A summary will be presented to the entire Board.</p> <ol style="list-style-type: none"> 1. Organization Leadership – How well does the Library Director work towards the mission of the library? Does s/he understand the needs of those we serve and work to serve those needs? 2. Business and Financial Management – Does the Library Director understand the organization's financial needs and account systems? Does s/he make appropriate financial decisions and recommendations and help the Board understand the library's financial situation? 3. Relationship with the Board – does the Library Director offer the Board direction? Does s/he keep the Board informed? 4. Personal Characteristics that Impact on the Job Performance – Does the Library Director maintain high standards of ethics, honesty and integrity? Does s/he devote time and energy to the job and exercise good judgment in carrying out responsibilities? Is the Director visible in the community? 5. What are the major strengths of the Library Director? 6. How can the Library Director do a better job? 	<p>members of the Library Board will utilize the Library Director Performance Evaluation document as a reference.</p> <ol style="list-style-type: none"> 2) Using the feedback provided, the Personnel Sub-Committee will meet prior to the September meeting to complete a draft of the Annual Evaluation. 3) At the September Board meeting, the Board will adjourn to Executive Session to review the draft evaluation and make any additional suggested revisions. 4) Barring any unforeseen obstacles, prior to the October Board meeting, the Chair of the Library Board and one other member of the Personnel Committee will meet with Library Director to deliver the review and give the Director opportunity to respond. The review will be delivered to the Library Director prior to the meeting to allow him/her time to read the review and prepare any comments.
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The Evaluation Form will be added here.

Motion to adjourn (M. McCall/A. Wayland) at 7:58.

Respectfully submitted,
Maureen D. McCall, Secretary