



## Jonathan Trumbull Library

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Jonathan Trumbull Library Board of Trustees  
Special Meeting Bylaws Committee  
April 3, 2014

Present: Cathe McCall, Alicia Wayland, Michelle Kersey, Maureen McCall and Library Director, Julie Culp

The meeting was called to order at 7:00 by the chairman, Cathe McCall. The objective of the meeting was to do the yearly review of the bylaws.

Proposed changes

In the following, we saw no reason to include the second paragraph.

Current wording	Proposed wording
<p><i>ARTICLE II – OBJECTIVES</i></p> <p>The objectives of the Jonathan Trumbull Library shall be to provide, on equal terms, free service of selected books and other materials that aid in the pursuit of education, information, research, and recreation to all individuals and groups in the community.</p> <p>Since financial limitations prevent equal emphasis on all aspects of these objectives, the library recognizes that its major concern must be a positive contribution toward the removal of ignorance, intolerance, and indifference.</p>	<p><i>ARTICLE II – OBJECTIVES</i></p> <p>The objectives of the Jonathan Trumbull Library shall be to provide, on equal terms, free service of selected books and other materials that aid in the pursuit of education, information, research, and recreation to all individuals and groups in the community.</p>

Article III – Board of Trustees

The final sentence should say:

The Selectman will then act to fill the vacancy.	The Selectmen will then act to fill the vacancy.
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Article V – Officers

After discussing the duties of the Chairman and the Secretary, we re-aligned their duties.

Current wording	Proposed wording
<p><i>Section I – Duties of Officers</i></p> <p><b>Chairman</b></p> <ol style="list-style-type: none"> <li>1. Presides over and conducts meetings of the members of the Board of Trustees. Authorizes calls for special meetings</li> <li>2. Appoints special committees and is an ex-officio member of all committees except nominating committee</li> <li>3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the town</li> <li>4. Files on the Town Hall website date, time, place, and agenda of Board of Trustees meetings, regular and special</li> <li>5. Conducts correspondence as directed</li> <li>6. Reads correspondence or reports the substance of it at meetings</li> </ol>	<p><i>Section I – Duties of Officers</i></p> <p><b>Chairman</b></p> <ol style="list-style-type: none"> <li>1. Presides over and conducts meetings of the members of the Board of Trustees. Authorizes calls for special meetings</li> <li>2. Appoints special committees and is an ex-officio member of all committees except nominating committee</li> <li>3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the town</li> <li>4. Files on the Town Hall website date, time, place, and agenda of Board of Trustees meetings, regular and special</li> <li>5. 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</li> <li>6. Conducts correspondence as directed</li> <li>7. Reads correspondence or reports the substance of it at meetings</li> </ol>

Current wording	Proposed wording
<p><b>Recording Secretary</b></p> <ol style="list-style-type: none"> <li>1. Notifies all members of meetings</li> <li>2. Records attendance at all meetings</li> <li>3. Keeps a true and accurate record of all meetings of the Board of Trustees</li> <li>4. Files minutes of Board meetings on the Town Hall website within seven days after each meeting</li> <li>5. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than 30 days prior to the January meeting</li> <li>6. Performs such other duties as are generally associated with that office</li> </ol>	<p><b>Secretary</b></p> <ol style="list-style-type: none"> <li>1. Notifies all members of meetings</li> <li>2. Records attendance at all meetings</li> <li>3. Keeps a true and accurate record of all meetings of the Board of Trustees</li> <li>4. Files minutes of Board meetings on the Town Hall website within seven days after each meeting</li> <li>5. Performs such other duties as are generally associated with that office</li> </ol>

Article VII – Committees – there was discussion as to which wording was finally decided upon at the last change. Proposal to make the following the correct language for item 1.

Change discussed previously	Proposed final wording
<i>ARTICLE VII – COMMITTEES</i>	<i>ARTICLE VII – COMMITTEES</i>

<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>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>
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Motion to adjourn (M. McCall/A. Wayland) at 7:33.

Respectfully submitted,  
Maureen D. McCall