

*Jonathan Trumbull Library
Special Meeting – By-laws Committee
April 23, 2012*

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

The meeting was called to order at 6:02 by the chair, Cathe McCall.

The following items were addressed.

Revisions page – that would list the page and item revised with date changed. After discussion, this was tabled.

Table of contents – will change.

The following is a concise description of the proposed changes. Some are minor wording changes, some are just renumbering for those places where items were removed, there are spots where reference to Exhibits needed changing and of course, there are some suggestions for major changes. Julie will update the master so that the Table of Contents works with the formatting of the sections.

I have capitalized where I made some comments to take note of.

After the attached proposals were agreed upon, the committee discussed the fact that we should have a short and sweet mission statement to use in publicity materials, on the website, etc. This is something that will take some thought. Julie thought it would take her some time to put all of the changes into the master document and Cathe will call a special meeting if necessary after each committee member has time to review the changes in print. The meeting was adjourned at 8:27.

Respectfully submitted,

Maureen D. McCall, Secretary

Article IV – Library Staff

Current	Proposed
The Board shall also appoint a Children's and Young Adult Librarian who, under the direction of the Library Director, shall be responsible for the direction of the Children's and Young Adult Department. Other staff will be hired by the Library Director. <i>(revised 1/29/05)</i>	The Library Director shall appoint a Children's and Young Adult Librarian who shall be responsible for the direction of the Children's and Young Adult Department. Other staff will also be hired by the Library Director.

Article V – Officers

Current	Proposed
The Board shall elect the following officers: Chairperson Vice Chairperson	The Board shall elect the following officers: Chairman Vice Chairman

Recording Secretary Correspondence Secretary	Secretary
The four officers constitute the Executive Board. The Executive Board has the authority to conduct library business between official meetings.	REMOVE
A vacancy on the Executive Board shall be filled by the majority vote at a meeting of the Board of Trustees (quorum required.)	REMOVE

Section I – Duties of Officers

Current	Proposed
<p>Chairperson</p> <ol style="list-style-type: none"> 1. Preside over the Executive Board. 2. Preside over and conduct meetings of the members of the Board of Trustees. Authorize calls for special meetings. 3. Appoint special committees and be an ex-officio member of all committees. 4. Oversee functioning of the library by working closely with the Library Director, and act as liaison with the town. 5. Shall file on the Town Hall website date, time, place, and agenda of Board of Trustees meetings, regular, special, and executive meetings. 	<p>Chairman</p> <ol style="list-style-type: none"> 1. Preside over and conduct meetings of the members of the Board of Trustees. Authorize calls for special meetings. 2. Appoint special committees and be an ex-officio member of all committees except the nominating committee. 3. Oversee functioning of the library by working closely with the Library Director, and act as liaison with the town. 4. Shall file on the Town Hall website date, time, place, and agenda of Board of Trustees meetings, regular and special meetings. 5. Conduct correspondences as directed. 6. Read correspondence, or report the substance of it at meetings.
<p>Vice Chairperson</p> <ol style="list-style-type: none"> 1. Perform the duties of the Chairperson in his/her absence, and perform such duties as designated by the Chair, and the rest of the Board members. 	<p>Vice Chairman</p> <ol style="list-style-type: none"> 1. Perform the duties of the Chairman in his/her absence, and perform such duties as designated by the Chair, and the rest of the Board members.

<p>Recording Secretary</p> <ol style="list-style-type: none"> 1. Record attendance at all meetings. 2. Secretary shall keep a true and accurate record of all meetings of the Board of Trustees. All minutes of regular, special, and subcommittee meetings must be read and accepted at the next regular meeting, otherwise they are not considered legal meetings. 3. File minutes on the Town Hall website and at the Library within seven days after each meeting. 4. Recording Secretary shall file on the Town Hall website, regular meetings of the Board of Trustees for the following year, no less than 30 days prior to the January meeting. 5. Shall perform such other duties as are generally associated with that office. 	<p>Secretary</p> <ol style="list-style-type: none"> 1. Notify all members of meetings. 2. Record attendance at all meetings. 3. Keep a true and accurate record of all meetings of the Board of Trustees. 4. File minutes on the Town Hall website within seven days after each meeting. 5. File on the Town Hall website, the schedule of the regular meetings of the Board of Trustees for the following year, no less than 30 days prior to the January meeting. 6. Perform such other duties as are generally associated with that office.
<p>Correspondence Secretary</p> <ol style="list-style-type: none"> 1. Notifies all members of meetings. 2. Conducts correspondence as directed. 3. Reads correspondence, or reports the substance of it at meetings. 	<p>REMOVE</p>

Current	Proposed
Sub/Standing Committees	Sub/Standing Committees
5. The minutes of sub-committees must be filed on the Town Hall website and the library within 7 days of the special meeting	5. The minutes of sub-committees must be filed on the Town Hall website within 7 days of the special meeting

Article VI - Meetings

Current	Proposed
Regular meetings of the Board of Trustees will be held on the third (3rd) Thursday of January, March, May, September, and November. Special meetings will be held at the call of the Chairperson or by written request of three (3) members to the Chairperson.	Regular meetings of the Board of Trustees will be held on the third (3rd) Thursday of each month. Special meetings will be held at the call of the Chairman or by written request of three (3) members to the Chairman.
6. At the September meeting in the election year, the Chairperson shall appoint a Nominating Committee. 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.	6. At the September meeting in the election year, the Chairman shall appoint a Nominating Committee. 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.
9. Conduct of meetings: <i>Robert's Rules of Order</i> will be the governing authority.	8. Conduct of meetings: <i>Robert's Rules of Order</i> will be the governing authority unless

	in conflict with F.O.I.A. (Freedom of Information Act); then F.O.I.A. takes precedence.
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Article VII - Committees

Current	Proposed
1.	REMOVE THE STRAY CHARACTER BEFORE THE N in NOVEMBER.
2. The Executive Committee shall act as the Grievance Committee, to handle internal and external problems. If the problem is of major proportions, the Grievance Committee should bring the problem to the whole Board for solution.	REMOVE
3. No committee, Chair, Vice Chair., or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the Jonathan Trumbull Library without the approval of the Board of Trustees.	2. No committee, Chair, Vice Chair., or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the Jonathan Trumbull Library without the approval of the Board of Trustees.
	3. The By-laws committee shall meet annually to review the by-laws and report to the board.

Article VIII – Amendments

1. These Bylaws may be amended, by the amendment being submitted in writing to the Chairperson. They maybe amended by a two thirds (2/3) vote at the next meeting.	1. These Bylaws may be amended, by the amendment being submitted in writing to the Chairman who will distribute them to the board prior to, and for discussion to act on at the next meeting. They may be amended by a two thirds (2/3) vote.
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Library Mission and Goals

1. The Library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, or political status.	1. The Library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, or economic status, or political affiliation, age or sexual orientation.
4. The Library will provide any materials that help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers,	4. The Library will provide any materials that help to meet its objectives. Materials may include: books, periodicals, pamphlets,

pictures, slides, films, music scores, maps, recordings, microfilm, audiotapes, videotapes, and computer software.	newspapers, pictures, slides, films, music scores, maps, recordings, audio and video material, and computer software, DVDs and Ebooks.
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Collection Development Policy

Current	Proposed
<p><i>Population Served</i> - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of race, religion, age, social or economic status or political affiliation. The Children's and Young People's Library serves all children from birth. While this collection is specifically chosen to meet the needs of children from birth to age 14, it may be accessed by patrons of any age. A parenting collection is also maintained in the Children's and Young Adults' Library. Through participation in the State Connecticard Program, the Jonathan Trumbull Library also serves any resident of the state with a valid Connecticut library card.</p>	<p><i>Population Served</i> - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, or economic status, or political affiliation, age or sexual orientation. The Children's and 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 Children's and Young Adults' Library. Through participation in the State Connecticard Program, the Jonathan Trumbull Library also serves any resident of the state with a valid Connecticut library card.</p>
<p><i>Request for Reconsideration of Material</i> – Any patron may request to have selected material reconsidered. Material will not be removed from the shelves if a controversy arises over it. The material will remain available while the procedures for reconsideration of material are followed.</p> <p><i>Procedure:</i> The patron will explain their objection to the material to the Library Director The Library Director will provide a copy of the selection policy to the patron initiating a reconsideration of material and explain why that material was chosen. If the material still is challenged, a Reconsideration of Materials Form will be given to the patron to fill out (included as Appendix L.)</p>	<p><i>Request for Reconsideration of Material</i> – Any patron may request to have selected material reconsidered. Material will not be removed from the shelves if a controversy arises over it. The material will remain available while the procedures for reconsideration of material are followed.</p> <p><i>Procedure:</i> The patron will explain their objection to the material to the Library Director The Library Director will provide a copy of the selection policy to the patron initiating a reconsideration of material and explain why that material was chosen. If the material still is challenged, a Reconsideration of Materials Form will be given to the patron to fill out (included as Appendix H.)</p>

Circulation Policy

Current	Proposed
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1. All borrowers will be registered in the Library's Integrated Library System (Evergreen)	1. All borrowers will be registered in the Library's Integrated Library System.
<ul style="list-style-type: none"> The Library does not assume responsibility for damage or alleged damage to a borrower's equipment by a Library materials. DVDs and videocassettes should be returned in the special drop for DVDs and videocassettes, not in the book drop, when the Library is not open. 	<ul style="list-style-type: none"> The Library does not assume responsibility for damage or alleged damage to a borrower's equipment by Library material. DVDs and videocassettes should be returned in the special drop for DVDs and videocassettes, not in the book drop, when the Library is closed.
10. Overdue Fines – A fine of \$.05 per day per book or magazine will be charged on overdue materials, with a maximum fine of \$2.00 per item. A charge of \$.50 per day to a maximum of \$5 per video will be charge on overdue videos. A fee of \$1.50 will be charged for replacement of a lost library card.	7. Overdue Fines – A fine of \$.10 per day per book or magazine will be charged on overdue materials, with a maximum fine of \$3.00 per item. A charge of \$.50 per day to a maximum of \$5 per video will be charge on overdue videos. A fee of \$2.00 will be charged for replacement of a lost library card.
10. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations: <ul style="list-style-type: none"> While there is no charge to use the computer, \$.10 per page will be charged for materials printed on the Library's printers. Pages printed in color will cost \$.25. Files created should not be saved on the hard disk of the computer. The Library does not accept responsibility for anything saved in this manner. Patrons may bring in their own disks or may purchase one from the Library at \$1.00 per disk. Instant Messaging and chat rooms are not permitted on Library computers. 	10. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations: <ul style="list-style-type: none"> While there is no charge to use the computer, \$.10 per page will be charged for materials printed on the Library's printers. Pages printed in color will cost \$.25. Files created should not be saved on the hard disk of the computer. The Library does not accept responsibility for anything saved in this manner.

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Library Use Policy

Current	Proposed
Hours of operation	WILL BE CHANGED SO THAT THE TIMES ARE LISTED IN LIKE FORMAT
13. Library Activity Room Policy – The Library Activity Room is available for Lebanon nonprofit organizations and Lebanon community groups engaged in educational, cultural, intellectual or civic activities. It may be booked, through	13. Library Program Room Policy – The Library Program Room is available for Lebanon nonprofit organizations and Lebanon community groups engaged in educational, cultural, intellectual or civic activities. It may

contacting Library staff, by such members over 18 years of age for use during regular Library hours, at the discretion of the Library Director. All meetings must be free and open to the public. Library activities and Friends of the Library activities supersede all other uses. No regular meetings of such nonprofits and community groups may be booked more than once in each month. Bulletin Board and Handouts Policy	be booked, through contacting Library staff, by such members over 18 years of age for use during regular Library hours, at the discretion of the Library Director. All meetings must be free and open to the public. Library activities and Friends of the Library activities supersede all other uses. No regular meetings of such nonprofits and community groups may be booked more than once in each month.
14. The library maintains a bulletin board to provide organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature. In order to avoid the appearance of an endorsement, the library will not post notices of a partisan political nature or commercial events or activities. Placement of posters and handouts is at the discretion of the Library Director.	14. Bulletin Board and Handouts Policy - The library maintains a bulletin board to provide organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature. In order to avoid the appearance of an endorsement, the library will not post notices of a partisan political nature or commercial events or activities. Placement of posters and handouts is at the discretion of the Library Director.
	NOTE FOR THE ABOVE – SOME OF YOU MIGHT HAVE 13 AND 14 MISALIGNED. THIS IS TO FIX THAT.

Personnel Policy

	REMOVE ALL OF THE PAGES. WE GO BY THE PERSONNEL POLICY OF THE TOWN OF LEBANON.
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Job Descriptions

Library Director

Current	Proposed
Fiscal Management	Fiscal Management
4. Prepare budget reports representing current fiscal status for Library Board meetings.	4. Prepare budget reports representing current fiscal status for the Library Board January, March, May, September and November meetings.
Personnel Management	Personnel Management
1. Secure, with the exception of the Children's Librarian, competent personnel to staff the library.	1. Appoint a Children's and Young Adult Librarian Secure and hire other competent personnel to staff the library.
6. Investigate and recommend changes in personnel policy and benefits that will make the positions more attractive to present and future employees.	REMOVE – PERSONNEL POLICY REMOVED

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Library Assistant, Senior Library Aide, Library Aide

Essential duties and responsibilities	Essential duties and responsibilities
9. Execute library opening and closing procedures	REMOVE and RENUMBER – SUPERFLUOUS

Appendix C: Free Access to Libraries for Minors

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.	In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflect sufficient diversity to meet the young person's needs.
	THIS CHANGE IS TO REMOVE THE S FROM REFLECTS FOR PROPER WORDING.

Appendix D: Employment Application	REMOVE
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Current	Proposed
Appendix E: Sample Copy of a Warning for a Regular Board of Trustees Meeting	Appendix D: Sample Copy of a Warning for the Annual Schedule of the Board of Trustees Meetings.
November 18, 2007	(date)
Susan Coutu, Town Clerk	(name), Town Clerk
The Board of Trustees of the Jonathan Trumbull Library will hold their regular meetings at 7:00 p.m. at the Library on the following dates in the year 2008:	At a meeting on (date), the Jonathan Trumbull Board of Trustees voted to hold their regular meetings at 7:00 P.M on the following dates:
Thursday, January 17, 2008	(date)
Thursday, March 20, 2008	(date)
Thursday, May 15, 2008	(date)
Thursday, September 18, 2008	(date)

Thursday, November 20, 2008	(date) (date) (date) etc.
Chairperson	REMOVE
Recording Secretary	Secretary

Appendix F: Sample Copy of an Agenda for a Regular Board of Trustees Meeting	REMOVE
Appendix G: Sample Copy of a Warning for a Special Board of Trustees Meeting	REMOVE
Appendix H: Board of Trustees Address List	Appendix E: Board of Trustees Address List
Appendix I: Library Staff Address List	Appendix F: Library Staff Address List
Staff 2009-2010	Staff 2012-2014
Appendix J: BOD Officers, Committees and Meeting Dates	Appendix G: BOD Officers, Committee and Meeting Dates
Chairperson	Chairman
Vice-Chairperson	Vice-Chairman
Secretary	
Corresponding Secretary	REMOVE
Standing Committees - 2012	Standing Committees - 2012
Facility	REMOVE
Library Trust Fund/Community Relations	REMOVE
Sunshine	REMOVE
	FIX ALIGNMENT WHERE NECESSARY
	SPELL MICHELLE CORRECTLY
*Chairperson is ex-officio member of all committees	*Chairman is ex-officio member of all committees except nominating committee.
Library Board Meetings – 2012	Library Board Meetings – 2012
All meeting begin at 7:00 p.m. at the Library.	All regular meetings begin at 7:00 p.m. at the Library.
Dates	CHANGE TO MATCH A MONTHLY SCHEDULE.

Appendix K. Form for Patron Request for Reconsideration of a Work	Appendix H: Form for Patron Request for Reconsideration of a Work
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Appendix L: Library Director Job Evaluation Form	Appendix I: Library Director Job Evaluation
	The Personnel Committee will conduct an annual evaluation of the Library Director before the September meeting of the Board of Trustees. The purpose is to facilitate communication between the Board and the Library Director. Input will be solicited from the entire Board of Trustees and the Personnel Committee will compile results and meet with the Library Director. The Library Director will be given the opportunity to respond. The following criteria will be used:

<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? 	<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?
	A summary of the evaluation will be presented to the entire Board of Trustees at a subsequent meeting.

Appendix J: Library Professional Association Memberships	Appendix J: Library Professional Association Memberships
Appendix N: Library Closing for 2012	Appendix K: Library Closing for 2012
	ALL APPROPRIATE DATES ARE ENTERED.