# **RICHMOND FREE LIBRARY** **BY-LAWS**

The Board of Trustees shall consist of five members, each serving for five years, the term of one expiring annually. A successor shall be elected annually at Town Meeting. A Board member’s term shall not expire until the first meeting after Town Meeting. Trustee’s total length of uninterrupted elected service is ten (10) years.

A Trustee may resign at any time by submitting his or her resignation in writing to the Chair of the Board.  Such resignation shall be effective upon receipt unless another date is specified therein.

A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees.  A person so appointed shall assume his or her duties at the close of the meeting at which he or she is appointed and after completion of the oath of office. They shall serve until the next Town Meeting election.  Any remaining portion of the vacated term will be voted at that election.  The interim appointee may petition to place their name on the ballot if they wish to continue to serve.

The Board of Trustees shall meet a minimum of six times a year. Each meeting shall be warned as required. The officers shall be elected at the first meeting after Town Meeting.

A quorum at any meeting shall consist of three members of the Board.

These by-laws may be amended and should be updated and reviewed every year at any regular or special meeting by a 3/5 vote of the Board of Trustees.

Regular meetings of the Board shall include: a) Secretary’s report (minutes and contributions), b) Treasurer’s report c) Librarian’s report, d), unfinished business, e) new business.

**Officers consist of a:**

**Chair**, whose duties will be to:

· Authorize calls for special meetings

· Ensure all meetings are facilitated

· Approve the annual Library report

· Act as a liaison to Library Director as needed

**Treasurer** whose duties will be to:

· Manage any accounts held by the Trustees.

· Oversee the library budget

**Secretary** whose duties will be to:

· Keep a record of proceedings

· Write letters on behalf of the Board

**Duties of the Board of Trustees:**

The Librarian shall be appointed by the Board of Trustees, and shall attend all Board meetings unless excused by the Board.

The Trustees shall approve the annual budget submitted by the Library Director.

The Trustees are responsible for hiring, evaluating and setting salary and benefits levels for the Library Director.

Trustees shall approve and authorize the Town Treasurer to make payments against the library budget.

The Trustees shall determine and adopt written policies to govern the operation and programs of the library. These will be updated and reviewed every year.

The Trustees shall attend continuing education sessions in accordance with current standards for public libraries.

Approved

*Richmond Free Library Board of Trustees, April 12, 2021*