

BYLAWS
Of the
LEDYARD LIBRARY COMMISSION

Article I - Name

The Ledyard Library Commission was created by Ordinance #22 of the Town Council of the Town of Ledyard, Connecticut, adopted on September 27, 1972, published October 6, 1972 and effective October 27, 1972; amended by Ordinance #25 dated June 11, 1975, published June 14, 1975, and effective July 4, 1975; and amended by Ordinance #37 dated April 8, 1987, published April 25, 1987, and effective May 16, 1987.

Article II – Purpose

Section 1. The Library Commission is the governing body of the Ledyard Libraries. The Commission shall act as advocates, both with elected officials and within the community, for the Libraries. They shall work with the Library Director to provide guidance and support to enable the library to fulfill its mission.

Article III - Membership

Section 1. The Commission shall consist of nine members to be appointed by the Town Council.

Section 2. The terms of the Library Commission members shall be two years, staggered so that five terms expire in the odd-numbered years, and four terms expire in even-numbered years.

Article IV - Powers and Duties

The Library Commission shall have the following powers and duties:

- a. establish policies for the operation and use of the library;
- b. recommend the employment of a library director, who shall act as advisor to the Commission on policies and shall serve as its chief administrator in the administration of such policies;
- c. review, revise, approve and adopt a budget as submitted by the library director;
- d. present such budget with appropriate statements and presentations of need to the appropriating authority of the town;
- e. expend, for library purposes, monies appropriated, credited or accruing to the libraries under its jurisdiction;
- f. establish and maintain, with Council approval, library facilities and services as needed within the town;

- g. accept any bequest, gift or endowment upon the conditions connected with same, provided such conditions shall not remove any portion of the libraries from the control of the Commission or its successors or in any manner limit the free use of the libraries or, in the opinion of the Commission, fail to further the purposes of the libraries;
- h. report annually, in writing, to the local authorities for inclusion in the Town Report.

Article V - Officers

- Section 1. The officers shall be a Chairman, a Vice Chairman, a Corresponding Secretary, a Recording Secretary, and a Treasurer, elected from among the appointed members.
- Section 2. The Chairman shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- Section 3. The Vice Chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.
- Section 4. The Recording Secretary shall keep a true and accurate record of all meetings of the Commission and shall perform such other duties as are generally associated with that office. According to statute a copy of the minutes of every meeting must be filed in the Town Clerks Office within 7 days of the meeting. A record of all votes must be in writing and available for public inspection within 48 hours of the meeting and shall be included in the minutes.
- Section 5. The Corresponding Secretary shall handle all correspondence for the Commission and shall perform such other duties as are generally associated with that office.
- Section 6. The Treasurer shall authorize by signature the payment of all bills and the issuance of Purchase Orders as recommended by the Director. He shall keep a record of all expenditures and report on them at each meeting. In the absence or inability of the treasurer, his duties shall be performed by such other members of the Commission as the Commission may delegate.

Article VI – Nominations and Elections

- Section 1. The chairman shall appoint a Nominating Committee prior to the January meeting. The Nominating Committee shall present a list of officers to the Commission to be voted on at the Annual meeting, which will be the first meeting of a new calendar year. Election shall be by a majority vote of those present.
- Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. The Chairman shall not serve more than four consecutive terms.

Article VII - Meetings

- Section 1. A schedule of regular meetings for the year shall be filed in the Town Clerk's Office prior to January 1st of each year. The meetings shall normally be held each month, the date and hour to be set by the Commission.
- Section 2. The annual meeting, which shall be for the purpose of election of officers, shall be held at the first meeting of the calendar year, which shall normally be in January.
- Section 3. An agenda for all regular and special meetings will be filed in the Town Clerk's office twenty-four hours in advance of the meeting. For Monday meetings it will be filed before the close of business on Friday.
- Section 4: The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:
- a. Citizens concerns and requests
 - b. Roll call of members
 - c. Disposition of minutes of previous regular meeting and any special meeting.
 - d. Correspondence
 - e. Treasurer's report
 - f. Director's Report
 - g. Committee reports
 - h. Old Business
 - i. New business
 - j. Adjournment
- Section 5. Special meetings may be called by the Chairman or recording secretary, or at the call of any two members of the Commission, for the transaction of business as stated in the call for the meeting, provided that notice thereof be given to all members at least twenty-four hours in advance of the special meeting. All special meetings must be posted by the Town Clerk twenty-four hours prior to the meeting.
- Section 6. All meetings are open to the public unless the Commission votes to have an executive session pursuant to *Roberts Rules of Order*.
- Section 7. A quorum for the transaction of business in any meeting shall consist of five members of the Commission.
- Section 8. Members are expected to attend all meetings. Intended absences should be reported to the chairman or secretary. If a member of the Commission has two or more successive absences and fails to make proper notification, the secretary will recommend to the Town Council that said member be replaced.
- Section 9. Conduct of meetings: *Robert's Rules of Order* shall govern Proceedings of all meetings.

Article VIII - Library Director and Staff

The Commission shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Commission and under its review and direction. He shall act as advisor to the Commission on policies and shall be the executive director of the policies adopted by this Commission. Among his duties and responsibilities shall be:

1. the direction and supervision of all staff members in the performance of their duties
2. the recommendation for the employment of additional personnel and the hiring of personnel
3. the submission to this Commission of an annual budget
4. the submission of written monthly reports
5. and recommendations to the Commission of such policies and procedures as, in the opinion of said library director, will promote the efficiency of the library in its service to the people of the community.

Article IX - Committees

Section 1. The chairman shall appoint committees of one or more members each for such specific purposes as the business of the Commission may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the Library Commission at each of its meetings.

Section 3. No committee shall have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.

Article X- General

Section 1. An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action before the Commission. The chairman may vote upon and may move or second a proposal before the Commission.

Section 2. The bylaws may be amended by the majority of all members of the Commission. Amendments may be proposed at any regular meeting, but shall become effective only after the favorable vote at a subsequent regular meeting.

Section 3. Any of the foregoing rules may be suspended temporarily in connection with the business at hand, provided that there is a unanimous vote of all the members present for a meeting that has a quorum in attendance, and the vote of such suspension shall be taken by yeas and nays and entered in the official record.

Adopted 05/03/73

Amended 2/76, 12/76, 7/87, 3/02, 1/08