



AINS WORTH PUBLIC LIBRARY
Est. 1911 • Williamstown, VT
www.ainsworthpubliclibrary.org

By-Laws

WILLIAMSTOWN, VERMONT

Date Revised: 10/9/2026



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PURPOSE OF THE BOARD

- Select a Library Director and determine salary
- Adopt written policies for the general operation and maintenance of the library
- Develop and operate under by-laws which govern the actions of the Board of Trustees
- Develop, in cooperation with the Library Director, a yearly budget and work for adequate financial support of the library
- Help the Library Director in assessing community needs and determining the library's role in meeting them
- Plan for growth and improvement of library services
- Keep informed of local, regional, state and national library developments

MEMBERSHIP ON THE BOARD

NUMBER OF MEMBERS

There shall be **five** members on the Board of Trustees as determined by state law. (Statute 22 VSA section 143)

ELECTION PROCESS

Election of new Trustee members takes place at the annual Town Meeting in March.

TERMS OF ELECTED TRUSTEES

Each Trustee will serve a term of **two** years, with the possibility of re-election for **five** successive terms.

RESIGNATION FROM THE BOARD OF TRUSTEES

If a vacancy occurs, the position will be nominated by a library Trustees and filled by appointment by the Town Selectboard. At the next Town Meeting, someone will be elected to complete the remaining term of the former Trustee.



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OFFICERS

BOARD OF TRUSTEE OFFICES

The office of the Board of Trustees shall be Chairperson. The Secretary will be the Library Director.

ELECTION OF OFFICERS

Election of the Chairperson will be held at the March meeting. Each Board member has one vote (With the exception of the Chair, unless there is a tie vote.)

TERMS OF OFFICE

An officer is elected for a term of **one** year with the possibility of re-election at the organizational meeting following the Town Meeting.

OFFICER DUTIES

CHAIRPERSON

- Prepares an agenda for regular meetings
- Posts the next meeting date and agenda in accordance with Vermont Right-to-Know laws
- Presides over meetings
- Helps the Library Director prepare a budget in September of each year
- Presents, with the Library Director, the Board-approved budget to the Selectboard
- Approves and signs the payroll and invoices with the Library Director bi-weekly

SECRETARY- Library Director

- Records all meetings of the Board of Trustees
- Posts Minutes and Agendas on the website
- The Town Clerk can access all Agendas and Minutes on the website and print them from there when needed



FINANCES

- The regular Board of Trustees meeting agendas will have a category called "Financial Report"
- Maintenance of Library checking account will be the responsibility of the Library Director who will present a statement of income and disbursements at each regular Board of Trustees meeting, along with the Town Allocation Expenses Report
- Invoices to be paid by the Town will be approved by the Library Director and the Board of Trustees
- Payroll will be approved by the Library Director and Chairperson biweekly before being presented to the town. If the Chairperson is not available, another Trustee can sign in their place.
- Any changes or character in the nature of investments must be approved by the Board of Trustees
- Any pertinent financial correspondence will be handled by the Board of Trustees
- Reports requested from town auditors will be provided by the Library Director and/or Board of Trustees

MEETINGS

REGULAR MEETINGS

Meetings will be held at least 8 times a year; the time and date of each meeting will be confirmed at the close of each meeting.

ATTENDANCE

All Board members, the Library Director, and interested citizens may attend the regular meetings.

SPECIAL MEETINGS

If a special meeting or emergency meeting is to be called, the Chairperson will notify board members as to the time, place, and purpose of the meeting. Any member of the Board of Trustees may call for a special meeting. The special meeting will be warned if time permits in accordance with the Open Meeting Law.

QUORUM

A quorum is present when **three** board members are in attendance. No policy-making decisions can be made without a quorum present.



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ORDER OF BUSINESS

PARLIAMENTARY PROCEDURE

All meetings will be run by parliamentary procedure with Roberts Rules of Order being the final say in how a piece of business is handled.

AGENDA

The agendas for meetings will generally follow the order below:

- Call to Order
- Set the Agenda
- Public Comments
- Secretary's Report
- Financial Report
- Librarian's Report
- Old Business
- New Business
- Adjournment

DUTIES OF THE STAFF

A detailed description of the Library Director and Staff's duties can be found in the Library Policies.

MEMBERSHIP IN STATE AND NATIONAL ORGANIZATIONS

Board of Trustee membership in the Vermont Library Association (VLA) is required, and the library will pay the annual fee. Trustees are encouraged to take part in the activities and workshops offered. The VLA Newsletter is available for trustees to read in the library.



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FISCAL YEAR

The fiscal year begins on July 1 and ends on June 30th.

AMENDMENTS

The by-laws can be amended at any regular meeting of the Board, provided a quorum is present.

SIGNATURES

Name	Signature	Date
Helen Duke	<i>Helen Duke</i>	10/9/2026
Jill Plastridge	<i>Jill Plastridge</i>	10/9/2026
Richard Ferno	<i>Richard Ferno</i>	10/9/2026
Laura Carter	<i>Laura Carter</i>	10/9/2026

