

By-Laws  
BLOOMFIELD PUBLIC LIBRARY  
Bloomfield, Connecticut

Article I - Name

This organization shall be called "The Board of Trustees of the Bloomfield Public Library" existing by virtue of the provisions of Chapter 190, Section 11-21 of the Connecticut General Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II - Officers

Section 1.

The officers shall be a chair and vice-chair, elected from among the trustees bi-annually at the first meeting following the town election.

Section 2.

Officers shall serve a term of two years from the meeting at which they are elected and/or until their successors are duly elected.

Section 3.

The chair shall preside at meetings of the board, authorize calls for any special meetings, appoint committees, execute documents authorized by the board, serve as an ex-officio member of committees, co-sign checks, and generally perform the duties associated with that office.

Section 4.

The vice-chair, in the event of the absence or inability of the chair, or of a vacancy in that office, shall assume the responsibilities and perform the duties and functions of the chair.

Article III - Meetings

Section 1.

Meetings shall be held each month, except during July and August, the date and hour to be set by the board.

Section 2.

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) Call to Order
- (b) Roll Call
- (c) Report from the Friends of the Bloomfield Public Libraries
- (d) Chair's Report
- (e) Director's Report
- (f) Old Business
- (g) New Business
- (h) Public Comments

(i) Approval of Minutes

(j) Adjournment

Section 3.

Special meetings may be called at the direction of the chair, or a quorum of the trustees, for the transaction of business as stated in the call for the meeting.

Section 4.

A quorum for the transaction of business at any meeting shall consist of four members of the board present in person.

Section 5.

Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article IV - Library Director and Staff

Pursuant to Section 604 of the Town Charter, the board shall appoint a qualified library director, who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director of library services shall appoint, and may remove, employees of the department of library services, subject to the provisions of Section 606 of the charter of the Town of Bloomfield. The director shall be responsible for the care and maintenance of library property and the acquisition and maintenance of the collection in accordance with national and state standards, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitation of the budgeted appropriation. The director of library services shall attend the trustees' meetings, submitting a report of the operations of the library, including such recommendations as will improve the delivery of services. The director shall also provide an annual report to the board.

Article V - Committees

Section 1.

The chair shall appoint committees of one or more members for such purposes as the business of the board requires 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.

Committees shall make a progress report to the library board as requested,

Section 3.

No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article - General

Section 1.

An affirmative vote of a quorum of the board shall be necessary to approve any action before the board. The chair may vote upon and may move or second a proposal before the board.

Section 2.

The by-laws may be amended by a quorum of the trustees of the board provided written notice of the proposed amendment shall have been mailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

Section 3.

Any rule or resolution of the board, whether contained in these by laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum of the trustees of the board shall be present and unanimously approve.

Adopted September 25, 1972  
Prosser Public Library  
One Tunxis Avenue  
Bloomfield, Connecticut 06002

Amended February 11, 2020