

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. All provisions in the Bloomfield Town Charter referring the Board of Trustees will also apply.

Article II - Officers

Section 2.1.

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 2.2.

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

Section 2.3.

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 2.4.

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 3.1.

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

Section 3.2.

The order of business for regular meetings shall include, but not be limited to:

- (a) Call to Order
- (b) Roll Call
- (c) Citizens' Statements and Petitions
- (d) Report from the Friends of the Bloomfield Public Libraries
- (e) Chair's Report
- (f) Director's Report
- (g) Old Business
- (h) New Business
- (i) Trustees' Comments
- (j) Approval of Minutes
- (k) Adjournment

Section 3.3.

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 3.4.

Any member of the Board of Trustees or a committee thereof may participate in a meeting of the Board of Trustees or of such committees by means of a teleconference or similar communication enabling all participants in the meeting to hear one another, and such participation in a meeting shall constitute presence in person at such meeting.

Section 3.5.

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

Section 3.6.

An affirmative vote of four or more members 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 3.7.

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 maintenance of library property, collection development, efficient and inclusive library service, and the sound financial operation of the library system. The director of library services shall attend the trustees' meetings, submitting a report of the operations of the library, including recommendations to improve library services. The director shall also provide an annual report to the board.

Article V - Committees

Section 5.1.

The chair shall appoint committees of one or more members if required by the business of the board. Committees shall be considered to be discharged upon the completion of their charge and submission of a final report to the full board.

Section 5.2.

Committees shall provide a progress report to the library board as requested.

Section 5.3.

Committees will be advisory and may recommend actions to the full board.

Article VI - General

Section 6.1.

The by-laws may be amended by an affirmative vote of four or more members of the board provided written notice of the proposed amendment shall have been sent to all members of the board at least five days prior to the meeting at which such action is proposed to be taken.

Section 6.2.

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

Amended November 15, 2022
Bloomfield Public Library
Bloomfield, Connecticut 06002