

Jonathan Trumbull Library  
Bylaws Committee Meeting  
October 5<sup>th</sup>, 2017

Present: Cathe McCall, Michelle Kersey, Julie Culp and Maureen McCall

The meeting was called to order at 6:01 by the chair, Cathe McCall. Suggestions for bylaws changes are as follows:

Current	Change	Reasoning
<i>ARTICLE III – BOARD OF TRUSTEES</i>	<i>ARTICLE III – BOARD OF TRUSTEES</i>	
Membership in the Board of Trustees is determined by municipal election as per Connecticut State Statutes.	Membership on the Board of Trustees determined by municipal election as per Connecticut State Statutes.	<i>Semantics – on the Board and not in the Board</i>
<p><i>Section I – Duties of Officers</i> Chairman</p> <ol style="list-style-type: none"> <li>1. Presides over and conducts meetings of the members of the Board of Trustees; authorizes calls for special meetings.</li> <li>2. Appoints special committees and is an ex-officio member of all committees except the nominating committee.</li> <li>3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the Town.</li> <li>4. Files on the Town Hall website the date, time, place, and agenda of Board of Trustees meetings, both regular and special.</li> <li>5. Conducts correspondence as directed.</li> <li>6. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting.</li> <li>7. Warns all special meetings with the Selectman’s office.</li> <li>8. Reads correspondence or reports the substance of it at meetings.</li> </ol>	<p><i>Section I – Duties of Officers</i> Chairman</p> <ol style="list-style-type: none"> <li>1. Presides over and conducts meetings of the members of the Board of Trustees; authorizes calls for special meetings.</li> <li>2. Appoints special committees and is an ex-officio member of all committees except the nominating committee.</li> <li>3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the Town.</li> <li>4. Warns all meetings with the Selectman’s office and the Town Clerk.</li> <li>5. Files the agenda on the Town website.</li> <li>6. Conducts correspondence as directed.</li> <li>7. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting.</li> <li>8. Reads correspondence or reports the substance of it at meetings.</li> </ol>	<p>The administrator in the Selectman’s office creates the meeting on the website and the chair files the agenda.</p> <p>Item seven rolled into four and the rest renumbered.</p>

<p><b>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</b></p> <p>9. The Budget Committee is part of the planning of the proposed budget and the revised budget (when the Board of Finance or Finance Office notifies us of the amount of money they have allotted to the library). At that time, the Budget Committee and Library Director revise the figures to fit the appropriations. The revised budget is then presented to the whole Board of Trustees for approval.</p> <p>10. The Board shall review the current status of the library budget at the regular trustees meetings in January, March, September, and November, when the Library Director reports current expenditures and income</p>	<p><b>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</b></p> <p>9. The Budget Committee, assisted by the Library Director, plans the proposed and revised budget. All budgets are presented to the entire Board of Trustees for approval.</p> <p>10. The Board shall review the current status of the library budget at the regular trustee meetings in January, March, September, and November, when the Library Director reports current expenditures and income</p>	<p><i>This just made it more concise and clearer</i></p> <p><i>Trustees changed to trustee.</i></p>
<p><b>COLLECTION DEVELOPMENT POLICIES (pg 8)</b></p> <p><i>Collection Development Goal – The library shall provide free access to quality materials that are appropriate to the needs of population served by the library.</i></p>	<p><b>COLLECTION DEVELOPMENT POLICIES (pg 8)</b></p> <p><i>Collection Development Goal – The library shall provide free access to quality materials that are appropriate to the needs of the population served by the library.</i></p>	<p><i>Missing the ‘the’ before population..</i></p>
<p><i>Request for Reconsideration of Material (pg 9)</i></p> <p>Reconsideration of Materials Form</p> <p>The Library Board of Trustees will review the Form...</p>	<p><i>Request for Reconsideration of Material (pg 9)</i></p> <p>Form for Patron Request for Reconsideration of a Work</p> <p>The Library Board of Trustees will review the form...</p>	<p><i>In the two places where the form is referred to, we should have the exact name as shown on page 28.</i></p> <p><i>The last bullet should not have a capital F in form.</i></p>

<p><b>Circulation Policy (pg 10)</b></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to the Children’s and Young People and Adult sections. This will ensure that materials will be available for circulation to all patrons. Magazines and “NEW” books are loaned for a three-week period. “NEW” books may not be renewed.</p> <p>6. DVD circulation policy:</p>	<p><b>Circulation Policy (pg 10)</b></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to the Children’s and Young People and Adult sections. This will ensure that materials will be available for circulation to all patrons. Magazines and “NEW” books are loaned for a three-week period. “NEW” books may not be renewed.</p> <p>6. Patrons are responsible for the replacement of any lost or damaged library materials.</p> <p>7. DVD circulation policy: ETC.</p>	<p><i>Adding a new item 6 and moving the rest down a number.</i></p> <p><i>We do have a statement that parents or guardians are responsible for the children but nothing stating that damaged/lost items need to be replaced.</i></p>
<p><b>Library Use Policy (pg 12)</b></p> <p>5 The library telephone may be used by patrons for local calls only with permission of the staff.</p>	<p><b>Library Use Policy (pg 12)</b></p> <p>5.The library telephone may be used by patrons only with permission of the staff.</p>	<p><i>The phones no longer have a distinction for local versus long distance except for international.</i></p>
<p><b>Job Description – Library Director (pg 13-14)</b></p> <p><b>Personnel Management</b></p> <ol style="list-style-type: none"> <li>1. Appoints a Youth Services Librarian and hire competent personnel to staff the library.</li> <li>2. Administers personnel policies.</li> <li>3. Schedules library personnel to provide for effective library usage.</li> <li>4. Provides in-service training and information on workshops and educational opportunities that are applicable.</li> </ol> <p><b>Property Management</b></p> <ol style="list-style-type: none"> <li>1. Ensures the daily maintenance and upkeep to</li> </ol>	<p><b>Job Description – Library Director (pg 13-14)</b></p> <p><b>Personnel Management</b></p> <ol style="list-style-type: none"> <li>1. Appoints a Youth Services Librarian and hires competent personnel to staff the library.</li> <li>2. Administers personnel policies.</li> <li>3. Schedules library personnel to provide for effective library usage.</li> <li>4. Provides in-service training and information on workshops and educational opportunities that are applicable.</li> </ol> <p><b>Property Management</b></p> <ol style="list-style-type: none"> <li>1. Ensures the daily maintenance and upkeep to</li> </ol>	<p><i>Missed the ‘s’ on hires</i></p>

<p>provide a clean and appealing facility.</p> <p>2. Supervise maintenance and repair personnel.</p>	<p>provide a clean and appealing facility.</p> <p>2. Supervises maintenance and repair personnel.</p>	<p><i>Missed the 's' on supervises.</i></p>
<p><i>Library Aide – page 17</i></p> <p><b>Essential Duties and Responsibilities</b></p> <p>7. Communicates with Library Director about patron complaints, comments, and suggestions.</p>	<p><i>Library Aide – page 17</i></p> <p><b>Essential Duties and Responsibilities</b></p> <p>7. Communicates with Library Director and Youth Services Librarian about patron complaints, comments, and suggestions.</p>	<p><i>The other aides/assistants can also communicate with the Youth Services Librarian.</i></p>

Other pages will be updated after the election. The list of board members is on the same page as the listing of the meetings for 2018 which was voted on at our last meeting. The Nominating Committee will be selected at the October meeting.

Motion (Maureen McCall/Michelle Kersey) to adjourn at 6:38. There were none opposed.

Respectfully submitted,  
Maureen D. McCall, Secretary