

**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 Library (Bill and Gales Ferry). The Commission shall act as advocates, both with elected officials and within the community, for the Library. 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 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 the proposed budget with support materials to the Town Council;
- e. Expend, for library purposes, monies appropriated, credited or accruing to the library 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; and,

- h. Report annually in writing on library activities, 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 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 Secretary shall keep a true and accurate record of all meetings of the Commission, handle all correspondence for 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 seven (7) days of the meeting. A record of all votes must be in writing and available for public inspection within forty-eight (48) hours of the meeting and shall be included in the minutes.
- Section 5. The Treasurer shall document all expenditures from the Library Commission's Special Fund and report on them at each meeting. In the absence or inability of the treasurer, these duties shall be performed by such other members of the Commission as the Chairman 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 1<sup>st</sup> 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 the 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 (24) 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 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 is 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 a majority of the members of the Commission.
- Section 8. Members are expected to attend all meetings. Intended absences should be reported to the Chairman or Library Director prior to the meeting. If a Commission member has two or more successive unexcused absences the Chairman may recommend to the Town Council that said member be replaced.
- Section 9. Remote Meeting Participation- Members may be able to participate in a meeting remotely if the following conditions are met.
- a. Acceptable Means for Remote Participation  
A member of the Library Commission may attend a meeting remotely using the following acceptable mediums: telephone, internet, audio or video conferencing, or any other technology means that enables the remote participant and all those present at the meeting location to be clearly audible to one another. Remote participation should come from a location or device that can provide consistent and persistent signal strength.

- b. **Circumstances for Remote Participation**  
Remote meeting participation is allowed for the following circumstances: personal illness, disability, emergency, or geographic distance. Remote meeting participation is not acceptable for reasons of convenience.
- c. **Executive Sessions**  
Remote participation at an executive session will be permitted in accordance with the guidelines of this policy. The remote participant must state for the record that they are alone and cannot be overheard during the executive session. Alternatively, another person may be present with the member participating remotely, if the commission votes to authorize it.
- d. **Chairman Remote Participation**  
In the event the Chairman is a remote participant; the Chairman Pro-tem will preside over the meeting.

Section 10 Conduct of meetings: *Robert's Rules of Order* shall govern proceedings of all meetings.

### **Article VIII - Library Director and Staff**

The Commission shall recommend 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. The Director shall act as advisor to the Commission on policies and shall execute the policies adopted by this Commission. The Director's duties and responsibilities include:

1. Direct and supervise staff members in the performance of their duties;
2. Recommend the employment of additional personnel and the hiring of personnel;
3. Submit to the Commission an annual budget;
4. Submit written monthly reports; and,
5. Recommend to the Commission 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 at each of the Library Commission's 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 12/10/18**