

**Hartland Public Library
Board of Trustees
By-Laws**

ARTICLE I

Mission

The Hartland Public Library is a focal point of the community, a gathering place for people of all ages. The purpose of the library is to provide free access to materials, resources, and programs for the educational, recreational, and informational needs of the community.

ARTICLE II

Board of Trustees

Section 1: General Powers

- A. To assure that the library meets the needs of its patrons
- B. To set policies for the librarian to implement and achieve
- C. To insure adequate library funding and to maintain financial integrity
- D. To select and evaluate the librarian
- E. To support the librarian with consulting skills when asked
- F. To prepare and revise written plans for the long-term future of the library

Section 2: Number, Tenure, and Qualification

The number of trustees shall be not less than 5 and not more than 9. Trustees shall be elected at the Annual Town Meeting to be held on the first (1st) Tuesday in March and the terms of office for each trustee shall be three (3) years. A trustee can serve for two (2) consecutive terms. After being out of that office for at least one (1) year, a person may then be elected to that office. The board of trustees shall serve staggered terms with one to two (1-2) members being elected each year.

Section 3: Regular Meetings

Regular monthly meetings of the board of trustees shall be held in the Library at times to be established at the organizational meeting following Town Meeting. The board of trustees may provide, by resolution, the time and place for holding additional regular meetings. Regular meetings are open to the public. The date and time of monthly meetings shall be posted in the Library and on the Library's website. Notice of meetings will be provided in accordance with the Open Meeting Law.

Section 4: Special Meetings

Special meetings of the board of trustees may be called by or at the request of the chairperson or any two (2) trustees, and shall be held at the Hartland Public Library or at such place as the trustees may determine.

Section 5: Notice

Notice of any special meeting of the board of trustees shall be given at least two (2) days previously thereto by telephone or electronic method, or in person. In addition, public notice will be provided in accordance with the Open Meeting Law.

Section 6: Quorum

A majority of the board of trustees shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of trustees are present at any meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice. Written

proxies or telephone or video conference shall be counted in determining the existence of a quorum.

Section 7: Board Decision

The act of a majority of the trustees present at a meeting at which a quorum is present shall be the act of the board of trustees, unless the act of a greater number is required by law or by these by-laws.

Section 8: Proxies

The law does not allow for voting by email or proxy. Members may attend the meeting by electronic means (speaker phone or similar video chat), and vote at that meeting. The member must identify themselves when the meeting is convened, and the member must be able to hear and be heard throughout the meeting. If one or more members attend electronically, voting must be done by roll call for any vote that is not unanimous.

(Amended November, 2025)

Section 9: Vacancies

In the event that a trustee resigns or is unable to fulfill their term of office, a replacement shall be recommended to the Board of Selectmen for appointment by a majority of the board of trustees to serve until the next Annual Town Meeting is held, at which time a new trustee will be elected to serve the remainder of the term. Resignations shall be made to the chairperson of the board of trustees.

The board of trustees shall post vacancies left by an outgoing board member. Interested

applicants shall request petition forms from the town clerk and obtain signatures equaling 1% of the grand list. Petitions are to be handed to the town clerk before the end of January and will be voted on at the March Town Meeting.

Section 10: Compensation

No member of the board of trustees shall receive a salary for their services; but by resolution of the board of trustees, reasonable expenses may be allowed for attendance at regular and special meetings of the board and for other legitimate library-related expenses. Nothing herein contained shall be construed to preclude any trustee from serving the libraries in any other capacity and receiving compensation therefore.

ARTICLE III

Officers

Section 1: Officers

The officers of the board of trustees shall be a chairperson, a vice-chairperson, a secretary, and a treasurer.

Section 2: Election and Term of Office

The officers of the board of trustees shall be elected annually at the first regular meeting following the Annual Town Meeting and shall hold office for one (1) year. An officer may succeed themselves in the same office for up to six years (2 terms) but must be elected each year.

Section 3: Vacancies

A vacancy in any office because of death, resignation, disqualification, removal or otherwise may be filled by a majority vote of the board of trustees for the unexpired portion of the term.

Section 4: Powers and Duties

A. Chairperson: The chairperson shall be the principal officer and shall exercise general supervision and control over all the business and affairs of the board of trustees. They shall have the following specific powers and duties:

1. To preside at all board of trustees meetings.
2. To see that all orders and resolutions of the board are carried into effect.
3. To execute contracts and legal documents authorized by the board of trustees.
4. To have general superintendence and direction of other officers of the board and the Library Director and to see that their respective duties are

properly performed.

B. Vice-Chairperson: The vice-chair in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties of the chairperson.

C. Secretary: The secretary of the board of trustees shall be the custodian of and shall maintain all records and shall be the recorder of the board's actions and transactions. The secretary shall have the following specific powers and duties:

1. To record or supervise the recording of the minutes and transactions of all meetings of the board of trustees.
2. To post a copy of the minutes of regular meetings conspicuously at the Hartland Public Library.
3. To keep, open to inspection by trustees at all reasonable times, the by-laws as amended or otherwise altered to date.
4. To attend to such correspondence and make such reports as may be assigned to them.

D. Treasurer: The treasurer of the board of trustees shall be the liaison between the town treasurer/finance office and the board of trustees. It is the duty of the Library Director to sign the bi-weekly library invoice cover sheet which lists all library invoices being paid that week. The Library Director submits payroll weekly to the finance office of the Town of Hartland. The treasurer and one additional board member are responsible for signing the warrants for invoices and payroll in adherence with the town's finance schedule. If the treasurer is not available, two other board members' signatures can be substituted. The treasurer will provide oversight of the monthly budget status reports from the town finance office. The treasurer will work with the Library Director to prepare the library's annual budget. (Amended - November 2025)

ARTICLE IV

Indemnification

Each trustee and officer of the board of trustees now or hereafter serving as such shall be indemnified against any and all claims and liabilities to which they have or shall become subject by reason of serving or having served as such trustee or officer, or by reason of any action alleged to have taken, omitted, or neglected by them as such trustee or officer.

ARTICLE V

Amendment of the By-laws

These by-laws may be altered, amended or repealed, and new by-laws may be adopted by a majority of the trustees present at any regular meeting; or, at a special meeting if at least seven (7) days written notice is given to the public of intention to alter, amend or repeal or to adopt new by-laws at such meeting.

ARTICLE VI

Conflict of Interest

Any trustee who is also an officer, director, stockholder or member of any corporation, firm, or association with which the board of trustees proposes to contract or transact any business, or who has an interest, pecuniary or otherwise, in such contract or transaction, shall not participate in the vote to authorize any such contract or transaction, but may participate in discussion thereof. Any such contract or transaction may be authorized and approved by a majority of the trustees present and not disqualified by this to vote on such a matter.

Amended and approved 11/19/2025



Meredith Liben, Board Chair



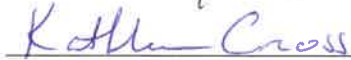
Chris Drain, Vice-Chair



Harriet Dumas, Secretary



Tina Skehan, Treasurer



Kathleen Cross, Member-at-Large

