

LAWRENCE MEMORIAL LIBRARY BOARD OF TRUSTEES RULES

1. PURPOSE: The Board of Trustees shall manage the Lawrence Memorial Library and shall receive, control and manage property which shall come into the hands of the Town of Bristol by gift, purchase, devise or bequest for the use and benefit of such Library.
2. MEMBERSHIP: The Board of Trustees of Lawrence Memorial Library shall consist of five to seven members with each to be elected by the Town of Bristol for a term of three years from and including the date of such election. If any vacancy occurs, the vacancy is to be filled by someone appointed by the Selectboard to serve until the next Town meeting election when someone is elected to fill the remainder of the term of said vacancy.
3. OFFICERS
 - a. The officers of the Board shall be a Chair, a Vice-Chair, a Treasurer and a Secretary. All officers shall be chosen from the Board of Trustees. Their term of office shall be for one year or until their successors are elected or until their termination as a Trustee if this should occur before the first two former instances. They shall be elected at the Board of Trustees meeting in March of each year.
 - b. The Chair shall be the principal executive officer of the Board to put into effect the decisions of the Board of Trustees. Subject to such decisions, the Chair shall supervise and control the business and affairs of the Board. The Chair shall preside at the Board's meetings.
 - c. The Vice-Chair shall perform the duties of the Chair when the Chair is absent or unable to act.
 - d. The Treasurer shall have custody of the funds of the Board of Trustees and keep its financial records.
 - e. The Secretary shall record all votes and proceedings at meetings and have custody of the Board's records.
 - f. A vacancy in any office because of death, resignation, removal, disqualification, termination as a Trustee or otherwise, may be filled by the Board of Trustees for the remainder of the term of said vacancy.
4. MEETINGS
 - a. Regular Meetings - A regular meeting of the Board of Trustees shall be held on the third Tuesday of March of every year at the Lawrence Memorial Library. The Board of Trustees may provide, by resolution, the

time and place for the holding of additional regular meetings without other notice than such resolution.

- b. Special Meetings - Special meetings of the Board of Trustees may be called by or at the request of the Chair or two or more Trustees.
 - c. Quorum - A quorum at any meeting shall consist of a simple majority of the total number of Trustees currently on the Board.
 - d. Order of Business
 - Reading of minutes of previous meeting
 - Treasurer's report and approval of expenditures
 - Library Director's Report
 - Committee Reports
 - Communications
 - Unfinished business
 - New Business and Miscellaneous
5. FINANCIAL PROCEDURES: The Board shall annually prepare a budget for the forthcoming year and submit a request for sufficient funds to the Town at Town Meeting. All financial records of the Board shall be made available to the Town Auditors annually.
 6. SUSPENSION OF RULES: Any of these Rules may be temporarily suspended by a unanimous vote in favor thereof by all the Trustees present at any meeting except to the extent that the rule is the law.
 7. AMENDMENTS OF RULES: Amendments to these Rules may be proposed at any meeting but may become effective only after a favorable vote at a subsequent meeting.

The above Rules were duly adopted by the Board of Trustees of the Lawrence Memorial Library at a meeting held at the Lawrence Memorial Library on November 17, 2023.

TRUSTEES OF LAWRENCE MEMORIAL LIBRARY:

Scott Kluever

Jill Mackler

Elizabeth Almeter

Erin Jipner