

BY-LAWS  
WHITINGHAM FREE PUBLIC LIBRARY TRUSTEES

I. Meetings

- A. Meetings will be held on the 1<sup>st</sup> Wednesday of the month unless rescheduled due to weather or other circumstance with 7 days public notice.
- B. A minimum of four (4) meetings will be held each year. Additional meetings may be held at the discretion of the chairperson.
- C. Meetings will be open to the public and will be warned as required by state law.
- D. Executive sessions will not be called unnecessarily.

II. Transaction of Business

- A. At least four (4) voting members must be present at each meeting.
- B. Chairperson will vote in the event of a tie.

III. Officers

- A. Officers consist of a chairperson (or persons) and a secretary.
- B. Duties of officers:
  - 1. Chair will preside over meetings and work with the librarian as to business matters.
  - 2. Secretary will keep the minutes of the meetings and write necessary correspondence.
- C. Election of officers is held annually at the 1<sup>st</sup> meeting following Town Meeting.

IV. Members are expected to:

- A. attend at least 60% of meetings annually;
- B. assist with fund-raising activities;
- C. promote the library in the community.

V. One or more members will be elected annually at Town Meeting (March) for a term of three (3) years, and may not serve more than three (3) consecutive terms. If vacancies occur during the year, a new member is nominated by the Trustees and appointed by the Select-board to finish the current year of the original member's term. The remainder of the term will be filled by election at Town Meeting.

VI. Amendments

These by-laws may be repealed or amended as required by state law and/or a 4/6 vote of the members.

Amended: 5/2/01, 11/05/02, 3/13/03, 05/08/06, 04/03/08, 11/11/10,  
Reviewed and approved 7/6/11, Reviewed and amended 5/2/12, Approved 12/5/12, Reviewed April 2013,  
Reviewed November 2014, Reviewed November 2015, Reviewed November 2016, Amended April 2018,  
Reviewed June 2019, Reviewed September 2020