

**Bylaws**  
The Pierson Library  
Shelburne, Vermont  
As Amended on January 17, 2025

**1. Board of Trustees**

The Board of Trustees of The Pierson Library shall be the governing body of the Library. The Trustees shall have full power to manage the Library, make bylaws, elect officers, establish Library policy, and receive, control and manage property which shall come into the hands of the municipality or Library by gift, purchase, devise or bequest for the use and benefit of the Library.

The Trustees may appoint a Director for the efficient administration and conduct of the Library.

The Trustees shall annually make a report to the town of Shelburne of the condition of the Library and of the management and expenditure of monies as have come into their hands.

The Trustees and the Director shall prepare an annual budget to be submitted to the town of Shelburne.

**2. Membership**

The Board of Trustees shall consist of seven non-student members and up to three students from the community.

Members shall be nominated by the Board of Trustees and appointed by the Select board for a term of three years, with the intent of alternating terms.

The appointment of the Trustees shall continue in effect until changed at an annual meeting of the Town of Shelburne.

Any Trustee appointed between regular terms to fill a vacancy shall be appointed for the unexpired term of their predecessor in office and shall be eligible, at the conclusion of the term, for appointment to two more full three-year terms.

Except for Trustees initially appointed to fill a vacancy, no Trustee may be appointed to serve more than two consecutive full three year terms. A Trustee who has served two consecutive full terms will be eligible for reappointment to the Board after a period of one year has elapsed.

Student Trustees shall serve up to one full three-year term or until the time that they graduate high school, at which point they may be elected to the Board as an adult Trustee.

**3. Vacancies; Removal**

Any Trustee may resign at any time by delivering to the Secretary and the Select board written notice of such resignations; such resignation shall take effect immediately.

If vacancies occur, members are nominated by the Board of Trustees and approved by the Select board.

A Trustee who is absent from three consecutive regular meetings of the board without due cause or is otherwise unable to fulfill their duties, shall be eligible for dismissal from the Board. The tenure of any member who is eligible for dismissal may be terminated by majority vote of the remaining Trustees at any regular or special meeting of the Board called for that purpose.

**4. Officers**

The officers of the Board of Trustees shall be the Chairman, Treasurer, and Secretary. The officers shall be elected at the regularly scheduled March Trustee Meeting. The elected

officers shall hold office for one year commencing upon election unless sooner removed by a majority vote of the Board. They may be re-elected to office until their term as a Trustee expires.

**Chairperson:** The Chairperson shall preside over all meetings of the Board of Trustees and prepare an agenda for regular meetings. The Chairperson is authorized to handle the Library's saving and checking accounts in the absence of the Treasurer. The Chairperson shall perform all duties normally incidental to the office and such other duties as may from time to time be delegated to the Chairperson by the Board of Trustees.

**Treasurer:** The Treasurer shall have care and custody of all the funds of the Library and shall deposit the same in such banks or depositories as the Board of Trustees from time to time direct or approve. The Treasurer shall keep a full and accurate account of all monies received and paid on account and shall render a statement of accounts at each meeting of the Board of Trustees. The Treasurer acts as Chair in the absence or inability of that person. The Treasurer shall perform all other necessary actions and duties in connection with the administration of the financial affairs of the Library, subject to the control of the Board of Trustees.

**Secretary:** The Secretary shall keep a fair record of the proceedings of the meetings of the Board and of all correspondence issued to or issuing from the Board. The Secretary shall prepare and publish notice of such meetings in compliance with the Vermont open meeting law (1 V.S.A., Sec 310). In the absence or inability of the Secretary, such meetings may be warned and recorded by some other Trustee. The Secretary acts as Chair in the absence or inability of the Chair or the Treasurer.

## 5. Meetings

At least six meetings shall be held during the Town of Shelburne's fiscal year at such places and times as shall be determined by the Trustees.

All meetings except executive sessions shall be open to the public. The method for moving from a regular session into an executive session, and the scope of the topics which may be considered during the executive session, shall be as prescribed by Vermont statute.

**Special and Emergency Meetings:** A special meeting of the Trustees may be called at the request of the Chairperson or at the request of three Trustees. Notice of any such special meeting shall be given to all of the Trustees and posted in a public place within the town and at the Library no less than 24 hours prior to the meeting.

**Voting:** The property and business of the Library shall be managed by the Board of Trustees. Each Trustee shall have one (1) vote on the Board of Trustees, including Student Trustees. However, decisions are made by a majority vote of the **non-Student Trustees** (at least four of seven).

Robert's Rules of Order Revised shall govern the meetings of the Board.

## 6. Committees

Committees may be formed by vote of the Board for such purposes as the Trustees may determine to be in the best interests of the Library. These committees may or may not consist of Board members.

## 7. Bylaws

Amendments to these bylaws may be proposed at any regular meeting and voted upon at the next meeting. **To carry, an amendment must be passed by a majority of the total board.**