

**TOWN OF BUCKFIELD
ZADOC LONG FREE LIBRARY COMMITTEE
BY-LAWS**

SECTION 1: Mission

The mission of the Zadoc Long Free Library, hereinafter referred to as "Library" is to provide quality library materials and services which fulfill the educational, informational, cultural and recreational needs of the residents of the Towns of Buckfield, Sumner, and Hartford in a welcoming and respectful manner.

SECTION 2: Purpose

The purpose of the Zadoc Long Free Library Committee, hereinafter referred to as the "Committee" is to support Library staff in its endeavors by insuring a safe, well maintained, and handicapped accessible building; brainstorming program ideas with Library staff; and on-site support when needed. The Committee will explore long term goals and objectives for the changing socio-economic demographic needs of the Town of Buckfield with the intention of helping Library staff adapt to ever evolving learning, recreational, cultural and information needs of the community.

The Committee recognizes that it serves at the pleasure of the Board of Selectmen and as such represents the Towns of Buckfield, Hartford and Sumner. The Committee agrees to function in compliance with open meeting law and conduct itself in a manner that is professional and above reproach.

SECTION 3: Composition

The Committee shall be composed of seven (7) Members. At least one member shall be a resident of the Town of Sumner and at least one member shall be a resident of the Town of Hartford, however and in no event shall the number of Buckfield residents serving on the Committee constitute less than a majority at any time.

SECTION 4: Appointment

Any person seeking appointment to the Committee shall be appointed in accordance with the Town of Buckfield's Appointment Policy.

SECTION 5: Officers and Members

A. *Chairman:*

- a. The Committee shall annually, in the month of July, elect a Chairman from among its members.
- b. The Chairman shall preside at all Committee meetings and shall be a member of any and all sub-committees.

- B. *Vice-Chairman:*
 - a. The Committee shall annually, in the month of July, elect a Vice-Chairman from among its members.
 - b. The Vice-Chairman shall assist the Chairman and in the absence of the Chairman shall perform the duties of Chairman.
- C. *Secretary:*
 - a. The Committee shall annually, in the month of July, elect a Secretary from among its members.
 - b. The Secretary shall keep a true and accurate account of all proceedings of the Committee meetings in the form of Minutes.
 - c. The Secretary shall submit a copy of the Committee approved Minutes to the Town Clerk within seven (7) days from the date of approval.
- D. *Member:*
 - a. All Members shall agree to actively participate in Library activities and in any sub-committee they are assigned.
 - b. All Members shall sign a copy of these By-Laws and submit such to the Town Clerk as proof of understanding these By-Laws.
- E. *Member's Attendance:*

It shall be the responsibility of the Chairman to report in writing to the Board of Selectmen any member who fails to attend three (3) consecutive regular meetings or any member who fails to attend four (4) regular meetings in any twelve (12) month period. The Board of Selectmen will at their next regularly scheduled meeting conduct an executive session with the member that has missed the meetings and determine if the absences were excusable and if found to not be excusable will remove the member from the Committee for cause.

SECTION 6: Meetings (Regular, Special, Quorum)

- A. *Regular Meetings*
 - a. The Committee shall meet at least every three (3) months beginning in the month of July.
 - b. Regular Meeting dates and times shall be determined by the Library Committee with said determination to be publicly announced at least seven (7) days prior to the Meeting.
 - c. The order of business at all regular meetings of the Committee shall be as follows:
 - i. Call to order
 - ii. Roll Call
 - iii. Disposition of minutes of previous meeting
 - iv. Communications
 - v. Report of the Library Director
 - vi. Old Business
 - vii. New Business
 - viii. Adjournment

- B. *Special Meetings:*
Special Meetings of the Library Committee may be called at any time by the Chairman at his/her discretion providing said Meeting is publicly announced at least seven (7) days prior to the Meeting.
- C. *Meeting Place:*
a. The Library shall be the official meeting place of the Committee, unless otherwise voted by the Committee and duly publicized.
b. At no time shall a meeting take place in the Library during business hours.
- D. *Quorum:*
a. A quorum is required to conduct any business.
b. A quorum is defined as a majority of those Members appointed to the Committee.

SECTION 7: Annual Report

The Library Director and Committee shall submit during the first week in May of each year to the Town Manager an Annual Report summarizing the Library affairs. Said Report shall be inserted in the Annual Town Report.

SECTION 8: Amendment of By-laws

These By-Laws may be amended by the Board of Selectmen at a duly called Meeting.

SECTION 9: Adoption

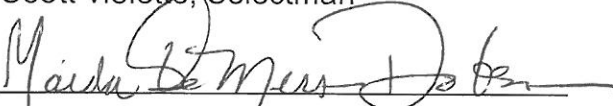
The undersigned Board of Selectmen do hereby adopt these By-Laws at a duly called Meeting on November 17, 2015 and by doing so repeal any and all previously adopted By-Laws associated with the Zadoc Long Free Library.



Cheryl Coffman, Selectman



Scott Violette, Selectman



Maida Demers-Dobson, Selectman