

## BY-LAWS OF THE KENT MEMORIAL LIBRARY

October 1978

Amended October 1990, January 1991, February 1995, October 2000,  
February 2004, February 2015, November 2015, and October 2022

### Rules for the Government of the Library Commission for the Kent Memorial Library, Suffield, Connecticut

1. Pursuant to the requirements of the General Ordinances of the Town of Suffield, the Library Commission for the Kent Memorial Library, Suffield, Connecticut, shall consist of twelve members, six of whom shall be appointed for a period of four years at each biennial election.
2. Recommendations to the Selectman for filling vacancies on the Library Commission may be made by the remaining members of the Commission.
3. Regular meetings may be held on the second Tuesday of January, February, March, April, May, June, September, October, and November.
4. Special meetings may be held at any time at the call of the chair or secretary or at the call of any two members of the Commission provided that notice thereof be given to all members at least twenty-four hours in advance of the special meeting.
5. A motion for action by the Commission can be voted on by polling each member. The polling is to be done by a Commission member designated by the chair or vice-chair and the results of the polling shall be recorded by name for each Commission member polled. Any motion so approved or disapproved shall be confirmed at the next meeting of the Commission.
6. A quorum at any meeting shall consist of a majority of the existing Commission.
7. The officers of the Commission shall be: a chair, a vice-chair, a secretary, and a treasurer. They shall be elected at the first regular meeting in each calendar year and shall hold office until their successors are elected.
8. There shall be the following standing subcommittees elected at the annual meeting for one year. Each subcommittee shall consist of a chairperson and at least one other member. The chair shall be an ex-officio member of all subcommittees.

Building and Grounds	Personnel
Community Relations	Policy
Finance	Technology
Historical	

*Descriptions of each standing subcommittee are attached hereto.*

9. The Library Commission and Library Director shall at all times attempt to institute comprehensive planning in the delivery of library service. A subcommittee of the Commission shall make recommendations to the full Commission in regard to long and short range planning. It shall consist of the chair of each standing subcommittee and the Commission chair.

Each year the standing subcommittees shall meet at least once with the Library Director to discuss future planning and monitor the results of past efforts. The subcommittee and Library Director shall report the status of library planning annually at the October Commission meeting.

10. The order of business at all regular meetings of the Commission shall be as follows:

- Roll Call
- Public Comment
- Disposition of minutes of previous meetings
- Communications
- Report of the Director
- Reports of Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Public Comment

11. Robert's Rules of Order shall govern in the parliamentary procedure of the Commission.

12. The Library Director shall be the Administrator of the policies adopted by this Commission. Among the duties and responsibilities of the Director shall be the direction and supervision of all staff members in the performance of their duties; the submission to this Commission of monthly and annual reports; and recommendation to the Commission of such policies and procedures as in the opinion of the Library Director will promote the efficiency of the library in its service to the people of the community.

13. Amendments to these rules may be proposed at any regular meeting, but may become effective only after a two-thirds vote approving such amendments at a subsequent meeting.

## List of Standing Subcommittees of the KMLC with Descriptions

### Building & Grounds:

- Oversee the physical well-being of the Library and grounds, and work with the Library Director to that end.

### Community Relations:

- Participate in community events that raise awareness of the library and its programs and services
- Assist the library Director with public relations and communications
- Oversee KMLC communications for members and library staff (e.g. make memorial gifts)
- Organize events that recognize and promote major gifts to the library
- Galvanize public awareness and support of capital campaign to expand the library

### Finance:

- Oversee the investments that comprise the library's endowment
- Coordinate income and expenses (e.g. capital projects and operating budget contributions) of the endowment
- Assist library Director with budget planning and presentations to Finance Board
- Monitor and investigate deviations from projected budget allocations

### Historical:

- Work with the Library Director in managing the historical collection

### Personnel:

- Develop written evaluation criteria and performance goals for the Library Director
- Maintain an ongoing performance appraisal process with the Library Director
- Perform a yearly written evaluation of the Library Director
- Form a Search Committee to recruit and employ a new Library Director (when needed)
- Assist with personnel issues when requested by the Library Director

### Policy:

- Identify, adopt, and keep up-to-date written policies to govern the operations and programs of the library

### Technology:

- Recommend appropriate changes when required in the area of information technology and the library's computer and network facilities