

# **Guilford Smith Memorial Library**

## **2019**

### **BY-LAWS**

#### **ARTICLE I MEMBERSHIP**

Any person 18 years or older with an active GSML card, and interested in the use, growth and welfare of the Guilford Smith Memorial Library is welcome, and considered a member of the library.

#### **ARTICLE II DUES**

Dues notices are no longer applicable.

#### **ARTICLE III MEETINGS**

1. The annual meeting of the Guilford Smith Memorial Library Association will be held by February 28; the date to be at the discretion of the Board of Trustees.
2. Special meetings of the Association may be called by the President to address issues needing the attention of the full membership.
3. At all meetings of the Association, the quorum will consist of 12 members.
4. Written notice of an annual meeting or special meetings will be given to all members at least 10 days prior to the meeting. The date of such meeting will be posted in the Library and the Post Office. The notice for the annual meeting will include an invitation to all interested persons to become members of the Association.

#### **ARTICLE IV BOARD OF TRUSTEES**

1. The Board of Trustees will be comprised of nine members, four of whom will be the officers and will have the general supervision, control and management of the affairs and property of the Association. The Chairperson of the Fund Raising Committee will be a member of the Board. The Board will appoint an auditor.
2. Such Trustees will be elected by the members at their annual meeting for a term of two years. A stagger system will be in effect so that three trustees will be elected in the even year and two trustees in the odd year. In the event of the death or resignation of any member of the Board of Trustees, a successor may be elected by the Trustees to complete the unexpired term.
3. The Board of Trustees will hold four regular meetings in each year: January, April, July and October. The date will be decided at the previous regular meeting.
4. A special meeting will be called within five days upon request of any Board member.
5. The Secretary will give five days' notice of any meeting of the Board.
6. A quorum of the Board of Trustees will consist of five members.

## **ARTICLE V OFFICERS**

1. The officers of this Association will be elected from the membership and be in good standing for a term of two years. The Association will establish a stagger system so that all officers are not elected at the same time. President and Secretary will be elected in the even year and Vice President and Treasurer in the odd year.
2. The President will preside at the annual meetings and all meetings of the Board of Trustees, and will be ex-officio member of all committees. The title President Emeritus will be considered for any President who steps down after serving 10 or more years; and with the title will become an ex-officio member of the Board.
3. The Vice President will, in the absence or disability of the President, or in case of a vacancy in the office of the President, have and exercise the powers and duties of the President.
4. The Secretary will keep records of all meetings of the members and the Board of Trustees. These records will be archived at the library and will, at all reasonable times, be open to members. The Secretary will mail or email the current meeting notes to the Trustees in a timely manner.
5. The Treasurer will receive and keep the funds of this Association under the direction and subject to the regulations of the Board of Trustees. The Treasurer will invest the funds of the Association under the direction of, and subject to, the authority of the Board of Trustees. The Treasurer will prepare a budget for the following year to be submitted at the annual meeting. The Treasurer will prepare quarterly reports to be presented at the Trustees' meetings.

## **ARTICLE VI NOMINATING COMMITTEE**

The Nominating Committee will consist of two members. One member will be elected for a two-year term and one for a one-year term. Thereafter one member will be elected each year for a two-year term. The Nominating Committee will present a slate each year for election at the annual meeting. This slate will include officers, trustees and chairpersons of Standing Committees and Nominating Committee.

## **ARTICLE VII STANDING COMMITTEES**

The Board of Trustees may appoint such special committees as needed by the Association. A Fund Raising Committee has been established as a Standing Committee.

## **ARTILE VIII PERSONNEL POLICIES**

The Librarian, Assistant Librarians and Custodian(s) will be hired by the Board of Trustees at a compensation fixed by the Board. They will perform their duties in a professional and business-like manner. The Librarian will be invited to attend meetings of the Trustees to give his/her input on day-to-day running of the Library. He/she will not have a vote on the Board. The Board

will annually evaluate the Librarian, Assistant Librarians and Custodian(s) as defined in their job descriptions.

### **ARTICLE IX RULES OF THE LIBRARY**

The Board of Trustees, with the recommendations from the Librarian and Assistant Librarians, will institute rules and regulations concerning the use of the Library. No rules will discriminate against non-members or in the use of the facilities of the library for library purposes. Such rules will be available in the Library (refer to revised Articles of Incorporation, Article 3).

### **ARTICLE X FINANCES**

No person or committee will contract or incur any bill, or total of bills, in excess of the amount budgeted for that year. The Treasurer will pay no such bills unless countersigned by the President, which counter-signature will be affixed only when such a bill has been approved by the Board of Trustees; except recurring bills may be paid by the Treasurer without countersignature.

### **ARTICLE XI HOLIDAYS**

In case any date specified in these By-Laws falls on a legal holiday, action may be taken on the next business day.

### **ARTICLE XII AMENDMENTS**

The By-Laws may be amended by a two-thirds vote of the members present at a meeting called for that purpose.

### **ARTICLE XII DISSOLUTION**

If at any time it is deemed necessary to disband this Association, it must be done by written three-fourths vote of the entire membership. A written notice will be sent to each member one month prior to the meeting to be held for the purpose of disbanding. Real and monetary assets will be disbursed as follows:

The South Windham Fire Department

Any historical artifacts will be given to the Windham Historical Association providing such named organization will itself be an exempt organization within the meaning of section 501(c)(3) of the Internal Revenue Code as it now exists or as it may from time to time be amended.

## **ARTICLE XIV ORDER OF BUSINESS**

At any regular meeting of the members, the order of business will be as follows:

1. Roll Call
2. Reading of Minutes
3. Report of Treasurer
4. Correspondence
5. Report of Special Committees
6. Old Business
7. New Business
8. Report of Nominating Committee
9. Election of Officers, Trustees, Standing Committees and Nominating Committee Member.

The President may, in the absence of contrary instruction by the vote of the members, vary the order of business as described above; and at any special meeting omit such items as are irrelevant and unnecessary to the business for which such special meeting was called.

## **PRESIDENTS**

Walter Abbe, Jr.	1931-1964
Harold Nichols	1964-1975
Albert Vertefeuille	1975-1980
Thelma Dolloff	1980-1982
Sophie Kostal	1982-1988
Alta Berry	1988-1999
Ted Colwell	1999-2019
Michele Maclure	2019-

## **LIBRARIANS**

Ethel G. Nicols	1931-1933
Edna Oman	1933-1934
Ruth Terry	1934-1942
Ethel G. Nichols	1942-1946
Ruth S. Potter	1946-1950
Margaret R. Dannehy	1950-1953
Ethel G. Nichols	1953-1975
Jane C. Card	1975-1996
Julie M. Culp	1996-2003
Kristin Lavitt	2003-2006
Afton Seal	2006-2016
Margaret Kurnyk	2016-2018
Andrea Holbrook	2018-

## **ASSISTANT LIBRARIANS**

Irene Radzvilowicz	1981-1984
Eileen S. Colwell	1984-1987
Carol G. Parent	1987-1988
Rayanne Czelunskiak	1988-1990
Irene Radvilowicz	1990-1996
Carol Perkins	1992-1995
Sally Scott	1996-1998
Karen Franks	1996-1997

Sandy Lemire	1997-1998
Carol Santa Lucia	1998-2003
Kristin Lavitt	1998-2003
Ruth Toms	1999-2003
M. Christine Lord	2000-2003
Margaret Varga	2003-2004
Afton Seal	2003-2006
Debbie Hippler	2003-2009
Lisa Kroc	02/2004-10/2004
Cheryl McClain	2004-2011
Donna Tappin	01/2010-09/2010
Laura Malone	2010-2013
Christy Minton	03/2012-08/2012
Alexandra Klaus	2012-2013
Kimberly Mather	2013-2017
Shealyn King	02/2014-12/2014
Chelsea Holland	2014-2015
Sarah Boyd	11/2015-
Andrea Holbrook	01/2018-08/18
Anita McMann	09/2018