

### **Implied Authority of LBOT Leadership (Chair & Vice Chair)**

In addition to the duties outlined in the Bylaws of the GPL Board of Trustees (LBOT), the Board Leadership, i.e. the Chair and Vice Chair, are empowered to support the library's operations and the organization of the work flow of the board of trustees. These duties include but are not limited to:

Make committee assignments and designate chairperson of each committee;

Execute routine documents for smooth operation of GPL;

Respond to Right To Know requests for documentation;

Acknowledge receipt of time-sensitive inquiries and determine appropriate means of response (e.g., refer to committee; bring before full board at next regular meeting; call a special meeting of LBOT; consult with Town Administrator for legal review).

Approved GPL Board of Trustees August 20, 2014; Reviewed & re-affirmed May 17, 2017  
Reviewed and re-affirmed February 21, 2018