

## Bristol Town Administrator

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**From:** Bristol Clerk  
**Sent:** Wednesday, November 1, 2023 9:38 AM  
**To:** Betsy Almeter  
**Cc:** Bristol Town Administrator; Ian Albinson; Erin Jipner; Scott Kluever; Jill Mackler; Lawrence Library Director  
**Subject:** RE: Appointment of Lib Trustee to fill vacancy

Hi

I received a response from the Secretary of State's office Elections Division.

The Selectboard would make the appointment for a Library Trustee in case of a vacancy. The appointed Trustee would need to run for the remaining portion of the term at the next Town Meeting election.

The Secretary of State's office believes that the voters would need to approve to expand the library board membership but its not specifically listed in the statute. They suggested that the library may want to consult with the town attorney to determine the best way to expand the board.

The Vermont Department of Libraries may have more information regarding the expansion of the Board as noted below.

Thanks.

Sharon Lucia  
Town Clerk & Asst Treasurer  
Town of Bristol  
PO Box 249  
Bristol, VT 05443  
802.453.2410 x5  
[clerk@bristolvt.org](mailto:clerk@bristolvt.org)  
[www.bristolvt.org](http://www.bristolvt.org)

**NOTE: Our office hours are Monday – Thursday - 8 am to 4:30 pm. The office is CLOSED on Fridays. Appointments are still required for research in the Land Records.**

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**From:** Betsy Almeter <[betsyalmeter@gmail.com](mailto:betsyalmeter@gmail.com)>  
**Sent:** Tuesday, October 31, 2023 8:15 AM  
**To:** Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)>  
**Cc:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>; Ian Albinson <[ianalbinson@gmail.com](mailto:ianalbinson@gmail.com)>; Erin Jipner <[erinjipner@gmail.com](mailto:erinjipner@gmail.com)>; Scott Kluever <[sjkluever@gmail.com](mailto:sjkluever@gmail.com)>; Jill Mackler <[jillmackler@gmavt.net](mailto:jillmackler@gmavt.net)>; Lawrence Library Director <[director@lawrencelibraryvt.org](mailto:director@lawrencelibraryvt.org)>  
**Subject:** Re: Appointment of Lib Trustee to fill vacancy

Thank you.

On Tue, Oct 31, 2023, 8:09 AM Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)> wrote:

I have sent an email to the Secretary of State's office Elections Division for their opinion. The Library candidates follow the same procedure as other elected officials in Town and are on the Town Ballot. The School does appoint candidates when an office is vacant, but they still need to run at the next Town Meeting and follow the same candidate process even though they have their own ballot.

I will let you know what the response is.

Thanks.

Sharon Lucia  
Town Clerk & Asst Treasurer  
Town of Bristol  
PO Box 249  
Bristol, VT 05443  
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**From:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Sent:** Monday, October 30, 2023 6:41 PM  
**To:** Ian Albinson <[ianalbinson@gmail.com](mailto:ianalbinson@gmail.com)>  
**Cc:** Erin Jipner <[erinjipner@gmail.com](mailto:erinjipner@gmail.com)>; Scott Kluever <[sjkluever@gmail.com](mailto:sjkluever@gmail.com)>; Jill Mackler <[jillmackler@gmavt.net](mailto:jillmackler@gmavt.net)>; Betsy Almeter <[betsyalmeter@gmail.com](mailto:betsyalmeter@gmail.com)>; Lawrence Library Director <[director@lawrencelibraryvt.org](mailto:director@lawrencelibraryvt.org)>; Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)>  
**Subject:** RE: Appointment of Lib Trustee to fill vacancy

Hi Ian, et al.,

I recommend that they reach out to the VT Dept. of Libraries and/or the VT Libraries Assn. on both of those questions. You may recall we learned a couple or so years ago that the Selectboard no longer had a statutory role making appointments to fill an elected term on the School Board in the event of a vacancy. Regarding how to add a third 3-year Trustee seat, I don't know. Is there an original organizational document, such as bylaws or articles of incorporation when the Board was first formed? If so, I would consult that first for guidance. And if a third Trustee seat is added, I wonder if it would make sense to have it be a two-year term, so they would be thoroughly staggered.

Vermont Department of Libraries: <https://libraries.vermont.gov/services/public-libraries>

Vermont Libraries Association: <https://vermontlibraries.org/>

--Valerie

Valerie Capels, Town Administrator  
Town of Bristol

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Tw: @BristolTownAdm

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**From:** Ian Albinson <[ianalbinson@gmail.com](mailto:ianalbinson@gmail.com)>  
**Sent:** Monday, October 30, 2023 5:49 PM  
**To:** Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)>; Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Cc:** Erin Jipner <[erinjipner@gmail.com](mailto:erinjipner@gmail.com)>; Scott Kluever <[sjkluever@gmail.com](mailto:sjkluever@gmail.com)>; Jill Mackler <[jillmackler@gmavt.net](mailto:jillmackler@gmavt.net)>; Betsy Almeter <[betsyalmeter@gmail.com](mailto:betsyalmeter@gmail.com)>  
**Subject:** Re: Appointment of Lib Trustee to fill vacancy

Hi Sharon or Val,

Are you able to shed some light on Betsy's questions?

Thanks.

– Ian

Ian Albinson, Selectboard Member  
Town of Bristol

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On Oct 29, 2023 at 12:52 PM -0400, Betsy Almeter <[betsyalmeter@gmail.com](mailto:betsyalmeter@gmail.com)>, wrote:

Hello Ian,

I have several questions:

1. I'm wondering what the procedure is to request an Appointment of a Library Trustee to fill the vacancy we currently have.  
Do we just submit a name to the Selectboard Chair? Do we need to submit any supporting information? Do we need to warn and have a Library Board meeting in order to agree on an appointee? Or can we Board members just email back and forth and come to some agreement about who we want to appoint?
2. I noticed on the Town of Bristol website under "[How to Run for Local Office](#)", there are two Library Trustee positions listed, one for a 3-year term, and another for a 1-year term. Since we will have three positions open as of Feb. 2024, can one more 3-year term position be added? And what is the process for that to be accomplished?

Thanks.

*Betsy Almeter*  
*LML Board Treasurer*

