

EAST BRIDGEWATER PUBLIC LIBRARY BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I: Name and Authorization

The name of this organization is "The Board of Trustees of the East Bridgewater Public Library," existing by virtue of the provision of Chapter 787, Sections 10-13, and 21 of the General Laws of Massachusetts, and the By-Laws of the Town of East Bridgewater.

ARTICLE II: Membership

Section 1. Number and qualifications.

The governing body of the library is composed of six members elected at town elections.

Section 2. Term of office.

The term of office shall be three years.

Section 3. Resignations.

Any member may resign by written notice filed with the Town Clerk, as provided in MGL, Chapter 41, Section 109. Upon receipt of the notice, the Town Clerk will notify the remaining members of the Board.

Section 4. Attendance.

Any member who fails to attend four consecutive regularly scheduled board meetings will receive a letter from the Chair reminding the member that regular attendance is a responsibility of all trustees and that those unable to attend regularly should consider resigning from the Board. Copies of these letters shall be included in the Board's minutes. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the Board.

ARTICLE III: Responsibilities

1. The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the By-Laws of the Town of East Bridgewater as regards the custody and management of the Library and of all property owned by the Town pertaining to the Library. The Board shall be responsible for all monies appropriated by the Town for the Library and all money or property received by the Town by gift or bequest for the library.

2. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. Responsibilities delegated by the Board to the Library Director shall include, but are not limited to, implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public. The Library Director shall attend all Board meetings.
3. The Board shall execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78, Section 34.
4. The Board shall establish written policies governing library activities and services, including a policy for the selection of library materials and the use of library materials and facilities which is in accordance with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.
5. The Board shall advocate for the library at Town Meetings and support legislation that will benefit the library and the larger community of which it is a part.

ARTICLE IV: Officers

Section 1. Officers.

The officers shall be a Chair, Vice-Chair, Secretary, and Friend's Liaison.

Section 2. Duties of the Chair

The Chair shall preside at all meetings, call special meetings, appoint all committees, serve as the official representative of the Board, and fulfill all legal functions on behalf of the Board.

Section 3. Duties of the Vice-Chair.

The Vice-Chair, in the absence of the Chair, shall perform the duties of the Chair.

Section 4. Duties of the Secretary.

The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall submit approved minutes to the Town Clerk's Office, and be responsible for correspondence as directed by the Board.

Section 5. Friend's Liaison.

The Friend's Liaison shall foster meaningful relationships with the Friends including attending all Friend's meetings, providing support to the Friends at Book Sales, and presenting a report of the Friend's fundraising efforts at Trustee meetings.

Section 6. Election of Officers.

Officers shall be elected at the meeting of the Board which immediately follows town elections, and the Town Clerk must be notified of the Board's reorganization.

In the event of a vacancy in any of the officers' positions during the year, that vacancy shall be filled by a vote of the Board.

ARTICLE V: Meetings

Section 1. Regular Meetings.

Regular meetings shall be held at the library on designated dates at a time to be agreed upon by the Board.

Section 2. Special meetings.

Special meetings may be called by the Chair or by request of two trustees for the transaction of business as stated in the meeting request.

Section 3. Quorum.

A quorum for the transaction of business shall consist of four Trustees.

Section 4. Open Meeting Law.

All meetings of the Board shall be subject to the state's Open Meeting Law, as elaborated in Mass. General Laws Ch 39, Sections 23A-23C. In particular, all meetings are open to the public unless held in executive session under the terms of the law, a notice of all meetings, except in case of emergency, will be filed with the Town Clerk at least 48 hours beforehand, not counting Saturday, Sundays, and holidays, and a copy of the notice will be posted in the Clerk's office. Further, all records or minutes of meetings will be available for public inspection.

Section 5. Order of Business.

Unless otherwise determined by the Board, the ordinary order of business shall be:

- a. Call to order;
- b. Action on bills;
- c. Approval of minutes of previous meeting;
- d. Director's report of the library;

- e. Friend's report;
- f. Adjourn.

Section 6. Conduct of Meeting.

Except as provided by these by-laws, the current edition of *Robert's Rules of Order* shall govern.

ARTICLE VI: Committees

Section 1. Appointment.

The Chair shall appoint committees of one or more members each for the specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. Reports.

All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. Powers.

No committee will have other than advisory powers unless by suitable action of the Board it is granted specific power to act.

ARTICLE VII: Collective Authority of the Board.

All decisions of the Board are made by the Board as a collective body. No individual member may make decisions or act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

ARTICLE VIII: Amendments

These by-laws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, provided that a motion presenting the amendment was made and seconded at the preceding regular meeting.

ARTICLE IX: Inconsistent Provisions

To the extent that any provisions of these By-Laws is inconsistent with any provision of the Massachusetts General Laws or the Town By-Laws, the Massachusetts General Laws or the Town By-Laws, as the case may be, will govern.

Approved, Board of Library Trustees, 9/11/89
Revised, Board of Library Trustees, 10/10/89
Revised, Board of Library Trustees, 2/24/99
Revised, Board of Library Trustees, 7/15/24