

**GROTON PUBLIC LIBRARY  
BOARD OF TRUSTEES BYLAWS**

**ARTICLE I. Name and authorization**

The name of this organization is the Board of Trustees of the Groton Public Library, existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the Massachusetts General Laws (MGL), and the bylaws of the Town of Groton.

**ARTICLE II. Trustees**

The board shall be composed of six members, two of whom shall be elected each year at the Annual Town Meeting Elections, as provided for in MGL, Chapter 78, Section 10. Trustees serve without compensation for a term of three years.

**Resignation**

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

**Vacancy**

A vacancy on the Board shall be filled by joint majority vote of the Board of Library Trustees and the Board of Selectmen in accordance with the MGL, Chapter 41, Section 11.

**Attendance**

Any member who fails to attend four consecutive regularly scheduled board meetings will receive a letter from the Chairperson 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**

The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the By-Laws of the Town of Groton 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. The Board shall approve the Library Director's request for expenditures from the various Library resources.

**Director**

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 implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections and facilities, 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. The Board (as initiated by the PPP committee) 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.

### **Policy**

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 accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.

### **Planning**

The Board shall engage in an on-going planning process which assesses the needs of the Library and the role of the Library in the community; and ensure that the Library meets those needs.

The Board shall advise the Director in preparation of the library budget, adopt the final budget document, participate in its presentation to town boards and officials, and work for its adoption by the municipality.

Through the Library Director, the Board shall monitor the maintenance of buildings and grounds, and regularly review facility needs to see that they meet the requirements of the total library program.

### **Advocate**

The Board shall speak and act as an advocate for the Library in the community and participate in an active public relations program.

The Board shall study and support legislation, which will benefit the Library, and the larger library community of which it is a part.

## **ARTICLE IV. Officers**

The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.

### **Duties of Officers**

The Chairperson shall conduct all meetings, appoint all committees, serve as the official representative of the Board, prepare the monthly agenda and fulfill all legal functions on behalf of the Board.

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

The Secretary shall post all meetings as required by law, keep a true record of all meetings of the Board, and be responsible for correspondence as directed by the Board.

### **Term of Officers**

Officers shall be elected for a one year term from the Board at that regular meeting of the Board which immediately follows the Annual Town Meeting elections. In the event of a vacancy in any of the officers' positions during the year, that vacancy shall be filled by a majority vote of the Board.

## **ARTICLE V. Meetings**

Regular meetings shall be held at the library on the third Tuesday of each month beginning at 7:00 p.m. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever he or she cannot attend a meeting.

### **Quorum**

A quorum shall be four members.

### **Special Meetings**

Special meetings may be called by the Chairperson, or at the request of two members.

### **Open Meetings**

All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A - 23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk at least 48 hours in advance of the meeting date and time, and a copy of the notice will be posted in the Town Hall. All records of minutes of meetings will be available for public inspection at the Library.

### **Agenda**

There shall be a prepared agenda which shall include: call to order; approval of minutes of previous meetings; report of the Library Director; reports of other library staff; reports of committees; action items; and other business.

## **ARTICLE VI. Committees**

### **Standing Committees**

The following Standing Committees are appointed by the Chairperson:

1. Finance and Budget
2. Building and Equipment
3. Policy, Personnel and Planning

The duties of Standing Committees, in conjunction with the Library Director, are as follows:

Finance and Budget - The Finance and Budget committee will prepare an annual budget, represent the Board at Finance Committee meetings during which the library budget is

discussed, monitor the financial performance of the Library against the budget, and propose appropriate actions in response to variations in the financial needs of the Library.

Building and Equipment - The Building and Equipment committee will prepare and continually update a five year plan for the repair, maintenance and enhancement of the library building and facilities, and for the implementation of any new equipment. The plan should reflect the needs of the upcoming year and the five-year schedule of necessary or desired building, facilities or equipment improvements

Policy, Personnel and Planning -The Policy, Personnel and Planning committee will annually review the bylaws, policies, annual and long range plans and will review the Library Director's contract for the Board's approval every three years or as needed. They may work with the Library Director on needs analysis of staffing levels and hours of service followed by recommendations to the Budget and Finance committee and the Board of Trustees.

### **Special Committees**

Special Committees for the study and investigation of special needs or for the performance of specially assigned tasks may be appointed by the Chairperson. Such committees shall function as ad hoc committees and shall consider only that purpose for which they were appointed. They shall disband when their work has been completed.

### **Reports**

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

## **ARTICLE VII. Collective Authority of the Board**

The Board makes all decisions of the Board as a collective body. No individual member may make decisions or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

## **ARTICLE VIII. Parliamentary Rules**

Except as provided for by these bylaws, the current edition of Robert's Rules of Order shall govern.

## **ARTICLE IX. Amendments**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, providing that a motion presenting the amendment was duly made and seconded at the previous regular meeting.

## **ARTICLE X. Inconsistent Provisions**

To the extent that any provision of these bylaws is inconsistent with any provision of the Massachusetts General Laws or the Town bylaws, the Massachusetts General Laws or the Town bylaws, as the case may be, shall govern.

Approved August 2009