

## **GOODNOW LIBRARY TRUSTEES**

### **BYLAWS**

#### MEETINGS:

The Board of Library Trustees shall hold a regular monthly meeting throughout the year with the exception of the months of July and August; the scheduled time of the meetings shall be determined by the Board each year and posted at Town Hall; special meetings may be called by the Chair, whenever the Chair determines that the transaction of business should not be delayed until the next scheduled meeting or at the request of a majority of the Trustees; the special meetings shall be in compliance with Massachusetts General Laws, Chapter 39, Section 23A; the board shall meet in executive session when required in accordance with open meeting law procedures. notices of all meetings shall be provided by the Director of the Library at least five days before a meeting; and any person adjudged to be unruly may be removed from an open meeting of the board by the presiding officer.

All decisions of the board are to be made by the board as a collective body and no individual member may make decisions, or, with exception of the chair, act or speak for the board unless specifically authorized to do so by the chair or a majority vote of the membership of the board;

#### OFFICERS:

A Chair and a vice-Chair shall be chosen annually at the first meeting following the conclusion of Annual Town Meeting; the Director of the Library shall act as Secretary to the Board, unless the Chair appoints another member of the Board to serve as Secretary; the Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, be responsible for the submission of an annual report to the town and generally perform the duties of the presiding officer; the Chair or the vice-Chair or a designated Trustee shall represent the Board of Trustees in all matters which require coordinative action with other town officials, committees and boards, with state education and library agencies and shall report and present to the Trustees the results of such meetings for their information and further action; in the absence of the Chair from a Board meeting, the vice-Chair shall preside; in the absence of both, the members present shall select a temporary Chair for the meeting; the Secretary shall keep a true and accurate account of all proceedings of the Board meetings, and on the authorization of the Chair, of all special meetings, and shall have the responsibility for recording and maintaining all minutes and other records of the Board;

#### COMMITTEES:

Special committees of the Trustees for the study and investigation of particular problems or any other matters may be appointed by the Chair; sub-committees of interested and knowledgeable townspeople may be appointed by the Chair, with the approval of the Trustees, to assist such special committees; such committees will serve until the completion of the work for which they were appointed or the Chair otherwise determines;

#### QUORUM:

A quorum for the transaction of business shall consist of a majority of the Board; the number of Board members is fixed by the General Laws;

#### LIBRARY DIRECTOR:

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board; the Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of staff, for the preparation of the annual report to be submitted to the Trustees, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget; the Library Director shall attend all Board meetings, except those at which her/his appointment or salary is to be discussed or decided, or whenever a majority of the Trustees present vote to convene in an executive session;

#### ORDER OF BUSINESS:

The order of business at the regular meetings shall normally be as follows:

- Call to order
- Approval of minutes (either read or previously received)
- Report of Library Director, including the state of the funds
- Reports of committees
- Communications
- Unfinished business
- New business
- Adjournment

#### AMENDMENTS:

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting and provided to the Board members at least seven days prior to the meeting;

## **GOODNOW LIBRARY TRUSTEES FUNCTIONS AND DUTIES**

### GOVERNING AND POLICY MAKING:

1. Determines the program and needs of the library in relation to the needs of the community;
2. Determines the goals and objectives of the library and methods of evaluating progress toward meeting them; reviews goals and objectives annually and evaluates progress;
3. Determines and adopts written policies to govern the operation, use and program of the library; adopts bylaws for Board procedures;
4. Works cooperatively with officials of the town, mindful of the special responsibilities of a library board;
5. Attends all Board meetings and meetings of committees assigned by the Chair; carries out all special assignments promptly;

### FINANCE

1. Keeps abreast of the financial status of the library;
2. Works with the Director to formulate a budget adequate to carry out the library's goals and objectives;
3. Presents, explains and defends the budget to the Finance Committee, Town officials and the public in conjunction with the Library Director;
4. Helps to secure adequate funds for staff and services;
5. Presents an annual plan for allocation of trust funds to the Trustees of Town Donations (the Selectmen and the Treasurer);

### PERSONNEL

1. Employs a competent and qualified Director and ensures an adequate salary;
2. Within the Personnel bylaw of the town, provides adequate compensation and reasonable fringe benefits for all employees; Provides agreeable working conditions and opportunities for professional growth;

### SERVICE AND COMMUNITY RELATIONS

1. Interprets the community and its needs to the Director and reflects them in goals, objectives and policies;
2. Establishes a materials selection policy, including a *freedom to read* provision;
3. Establishes ways of providing services to public and private institutions as well as individuals within the community;
4. Establishes support for, and participates in, community relations programs;

5. Maintains a presence with the Friends of the Goodnow Library;

#### SPECIFIC DUTIES

1. Meets regularly (at least once a month, except during the summer);
2. Establishes committees and areas of responsibility:
  - a. Personnel
  - b. Buildings and Grounds
  - c. Schools
  - d. Friends of the Library
  - e. Historic collection
  - f. Budget
3. Elects a Chair and a vice-Chair after the annual election;
4. Evaluates the performance of the Library Director annually with the input of the Town Manager;
5. Periodically evaluates the performance of the Board of Trustees;
6. Regularly reports to the town.

Updated:

11/79

11/93

6/96

3/07

4/16