

15.1 Name and Authorization

This organization shall be named: **The Board of Trustees of the Langley Adams Library** (Board). The Board exists by virtue of the provisions of Chapter 78, Section 10 through 13, and 21 of the **General Laws of Massachusetts (M.G.L.)**, and exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

15.2 Purpose and Objective

The purpose of the Board of Trustees is to govern the Library with the object of ensuring that every individual of the community has access to Library resources in accordance with the American Library Association's Library Bill of Rights. The Board supports strong, effective Library services and focuses on overall funding, planning and goals.

The Library primary purpose is to serve the town of Groveland, Massachusetts. The Library shall be an active participant in both the Massachusetts Board of Library Commissioners and the Massachusetts Library System and will participate with inter library lending networks in the state and nationally.

15.3 Trustees

The Board is comprised of volunteers elected by the residents of the town of Groveland who would like to further the cause of the Library and help it enrich the lives of all those who utilize its services. Each Trustee will strive to aid the Library in achieving the goals of the Board and Library.

Members

The Board is made up of nine elected members. Three trustees are elected each year at the Annual Town Elections, as provided for in M.G.L., c.78, s.10. Trustees serve without compensation for a term of three years.

Any member of the Board may resign by providing written notice to the Town Clerk, as provided for in M.G.L., Chapter 41, and Section 109. Upon receipt of the notice, the Town Clerk will notify the Board members.

A vacancy on the Board shall be filled by a joint majority vote of the Board and the Board of Selectmen in accordance with M.G.L., Chapter 41, and Section 11. Each member of each board has one vote.

Any member who misses four consecutive 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 minutes of the Board. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by a formal vote of the Board.

Officers

The Officers of the Board shall be as follows:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The Officers shall be elected by the Board at the June meeting of the Board or the earliest meeting after the Annual Town Elections. The Officers shall not preside for more than two successive terms with the exception of the Office of the Treasurer which is bonded, and unless there are unforeseen circumstances. A term is designated as one fiscal year

Duties of Officers

Each officer shall be responsible to perform the duties and responsibilities assigned to the position during the duration of their term. Each position will have the following duties:

Chairperson

- preside at all meetings of the Board
- along with the Director, prepare and distribute the agenda to all Board members
- call special meetings of the Board
- appoint committees for specific business as the Board requires •

Vice-Chairperson

- perform the duties of the Chairperson by request or in his/her absence
- other duties to be determined in support of the Chairperson

Secretary

- post all minutes as required by law in a timely manner
- post all meetings as required by law in a timely manner
- record and distribute minutes of all meetings to Board members
- prepare correspondence as directed by the Board

Treasurer (this is a bonded position)

- keep informed of financial status, funding sources and needs of the Library and report them to the Board at meetings
- record all funds from fundraising activities and provide funds to town treasurer to be deposited in designated accounts

- ensure all expenditures have proper signatures

Responsibilities of the Board of Trustees

The Board shall have those responsibilities as provided by M.G.L., Chapter 78 Section 11, the Bylaws of the Town of Groveland and these Bylaws.

The Board shall have the care, custody and control of the Library holdings, including conducting annual reviews of the Director prior to the preparation of the budget for the next fiscal year. The Board shall also be responsible for conducting a search and hiring a new Director, if necessary.

The Board will ensure that all monies raised and/or appropriated by the Town for the support and maintenance of the Library shall be expended in accordance to M.G.L., Chapter 78, Section 11. In addition all money or property received by bequest or gift for the Library shall be administered by the Board in accordance with the provisions of such gift or bequest.

The Board will also be responsible for approving the Library's annual budget and will ensure that the Director provides a report to the Town annually in accordance with M.G.L., Chapter 78, Section 12.

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 the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a majority vote of the Board.

15.4 Meetings

The Board shall hold monthly meetings at a location, date and time agreed to by the Board. All meetings shall be open to the public under the provisions of Massachusetts Open Meeting Law. Meetings of the Board or committees may be held by electronic means (videoconferencing, teleconferencing, etc.), provided that all members participating can hear and speak to each other simultaneously and a mechanism is in place to allow the public to participate. When required the Board will meet in Executive Session in accordance with Open Meeting Law procedures.

Meeting notices shall be filed with the Town Clerk at least one week prior to the meeting date and time.

A copy of all minutes shall be made available to the Town Clerk's Office. The Town Clerk's Office will make all minutes available to the public in accordance with its rules and procedures.

A majority of the Board members shall constitute a quorum.

The MBLC rules govern the Board in all cases to which they are applicable and consistent with these Bylaws. When MBLC rules are in question, the Board will follow those contained in the current edition of Robert's Rules of Order.

15.5 Library Director and Staff

The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board.

The Library Director shall select and recommend appointment of employees to the Board of Selectmen, and shall be responsible for the proper direction and supervision of staff; for the care and maintenance of Library property; for the selection of books and other Library materials and maintenance of the Library's materials

collection for the effectiveness of Library services to the public; and for the Library's financial operation within the limitations of the approved budget. The Library Director shall attend all Board meetings and shall advise the Board in Library matters, including making policy and budget recommendations.

15.6 Inconsistent Provision and Severability

To the extent that any provision of these Bylaws is inconsistent with any provision of the Massachusetts General Laws or the Town Bylaws or Charter, the Massachusetts General Laws or the Town Bylaws or Charter, as the case may be, shall govern. In the event any article, section, subsection or provision of any article of these Bylaws shall be held unconstitutional or invalid, such invalidity shall not affect the validity or constitutionality of any other article or any other section, subsection or provision.

15.7 Bylaw Review

These Bylaws shall be reviewed by the Board at least every five(5) years.

Article submitted by the Board of Library Trustees

APPROVED 04/24/23 at Town Meeting