

PLUMB LIBRARY BOARD OF TRUSTEES BY-LAWS

Article I. Name and Authority

The name of this organization shall be the Joseph H. Plumb Memorial Library Board of Trustees (hereinafter, Board) existing by virtue of Chapter 78, Sections 10-13 and 21 of the General Laws of Massachusetts, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II. Purpose and Objective

The Board is responsible for the overall governance of the library. In furtherance of that responsibility, the Board will advocate for and manage resources and formulate policies that will provide library users with the widest and freest access to the highest quality materials and programs feasible.

Article III. Board Composition

The Board shall be composed of such number of members as may from time to time be determined, provided that the number is divisible by three. Terms of members shall be staggered such that one-third of the members are elected each year for a term of three years.

Article IV. Vacancies

Vacancies on the Board due to death or resignation shall be filled by a vote of the remaining members of the Board and the Board of Selectmen meeting jointly. Members thus appointed shall hold office until the next regularly scheduled Town election. Resignations of Trustees must be made to the Board and to the Town Clerk.

Article V. Officers

Section 1. Officers of the Board shall be a Chairperson, Vice-chairperson, Secretary, and Treasurer. Officers shall be elected by the membership at the meeting of the Board which immediately follows the Annual Town Election. Terms of officers are one year. Any vacancies that may occur shall be filled by a vote of the membership. (See below for detailed description of officers' duties.)

Section 2. Duties of the Chairperson. The Chairperson presides at Board meetings, prepares meeting agendas, appoints standing and special committees, serves ex-officio as a member of each committee except Nominating, and serves as spokesperson for the Board.

Section 3. Duties of the Vice-chairperson. The Vice-chairperson presides at meetings in the absence of the chairperson; becomes chairperson in the event of a vacancy in that office and

serves for the remainder of the term of office; authorizes library expenditures in absence of treasurer.

Section 4. Duties of the Secretary. The Secretary shall keep a true and accurate record of all meetings of the board, handle all official Board correspondence, issue notice of all regular and special meetings, and perform such other duties as are generally associated with that office.

Section 5. Duties of the Treasurer. The Treasurer is responsible to keep financial records of the Board, assist the Library Director in preparation of the annual library budget, and in the preparation of financial reports for the Town and the Board; authorizes library expenditures by signing vouchers.

Article VI. Meetings

Section 1. Regular meetings of the Board shall be held monthly at the Library. Special meetings may be called at the discretion of the Chairperson upon appropriate and timely notice.

Section 2. For purposes of transacting business, a quorum shall consist of one-half plus one of the whole membership of the Board.

Section 3. All Board meetings are held subject to the Massachusetts Open Meeting Law as provided in Massachusetts General Laws Ch. 39, Sections 23A-23C. All meetings are open to the public unless held in executive session under the terms of the law. A notice of all meetings shall be filed with the Town Clerk's office at least 48 hours prior to the meeting, Sundays and holidays accepted.

Section 4. Except as provided in these by-laws, the current edition of *Robert's Rules of Order* shall govern.

Article VII. Committees

Section 1. Standing Committees. There shall be such number of Standing Committees as the Board may from time to time determine is necessary for the efficient discharge of its duties. Responsibilities of Standing Committees shall be clearly stated in writing when they are formed. The Chairperson appoints members for a term of one year.

Section 2. Special Committees. Special Committees consisting of one or more members may from time to time be appointed by the Chairperson. Term and specific purpose of Special Committees shall be clearly stated at the time they are formed. Persons need not be members of the Board to be eligible to serve on Special Committees.

Article VIII. Library Director

The Board shall appoint a qualified Library Director who shall have the general charge, management, and control of the library and all library employees. The Library Director shall annually submit to the Board a report of the activities, condition, and needs of the library.

Article IX. By-Law Amendments

All previous by-laws are hereby repealed. These by-laws may be amended by vote of a majority of Trustees at any regular meeting of the Board with a quorum present, provided that a motion presenting the amendment was made and seconded at the previous regular meeting.

Article X. 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 on behalf of the Board unless specifically authorized to do so by a vote of the membership of the Board.

Article XI. Adopting Policies

Any motion to adopt a new policy or regulation or to modify an existing policy or regulation must be held over for final disposition at the next regular meeting of the Board following the meeting at which it is first proposed.

Approved by the Board of Library Trustees, November 12, 2011