



BOARD OF LIBRARY TRUSTEES

BOARD BY-LAWS

ARTICLE I. NAME AND AUTHORIZATION

This organization shall be named “The Board of Trustees of the East Longmeadow Public Library,” existing by virtue of the provisions of the Massachusetts General Laws, Chapter 78, Sections 10-13, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute and by the Town of East Longmeadow Home Rule Charter adopted on July 1, 2016, and related Bylaws of the Town of East Longmeadow, Massachusetts. It shall be referred to herein as “the Board.”

ARTICLE II. TRUSTEES

Section 1. Number and Qualifications

The governing body of the library is composed of six (6) members who are residents of East Longmeadow and appointed by the Town Manager unless rejected by a majority of Town Council members by roll call vote within 45 days or at the next regular Town Council meeting, whichever comes first.

Section 2. Purpose

The Board shall represent the interests, the issues, and concerns of the library to the Library Director, Town Manager, and to the public. Its role is to listen to the community and bring their ideas and recommendations to the Library Director. In addition, the Board’s duties shall include establishing and reviewing general operating and administrative policies for the governance of the library, advising on community needs, speaking as advocates for the library, and act as liaisons to the Library Director, Town Manager and to the public. The Board shall also act as liaisons between the Massachusetts Board of Library Commissioners and the Town.

Section 3. Term of Office

Each Trustee shall serve a 3-year staggered term with two (2) members appointed annually. A Trustee whose term has expired shall remain in office until he/she is replaced or re-appointed.

Section 4. Term Limits

The term limit of a member of the Board shall not exceed three (3) consecutive terms, or nine (9) years. After serving three (3) consecutive terms, no individual Trustee shall continue to serve on the Board until having left the Board for at least one (1) year.

Section 5. Resignations/Vacancies

A vacancy on the Board may exist at the occurrence of a resignation, death, or removal of any Trustee. No resignation of a member of the Board shall be deemed effective unless and until such resignation is filed with the Town Clerk or such later time certain as may be specified in such a resignation. Upon receipt of resignation, the Town Clerk shall notify the remaining members of the Board and shall further notify the Town Manager and such notification shall include the effective resignation date.

If requested, the Board will provide input to assist and advise the Town Manager regarding the appointment of an individual to fill any vacancies of a term. The candidate shall be sworn to the office prior to the next Board meeting, if possible, or soon thereafter, and will complete the unexpired term.

Section 6. Attendance

Faithful attendance at regularly scheduled Board meetings is expected from all Board members. Any member unable to attend a meeting is to give notice to the Chairperson or Library Director in advance.

Any member who fails to attend three (3) consecutive regularly scheduled Board meetings without giving notice shall be deemed to have resigned. The Chairperson shall take the following steps prior to the Board making a final determination:

1. Any member who fails to attend two (2) consecutive regularly scheduled Board meetings without giving notice will receive a registered letter advising the member of this fact and ask him/her to demonstrate continued interest as a Board member by faithfully attending meetings in the future or consider resigning from the Board.
2. Any member who fails to attend three (3) consecutive regularly scheduled Board meetings without giving notice will receive a registered letter accepting his/her resignation.

Copies of these letters shall be included in the Board's minutes. In the event of illness or other extenuating circumstance, exceptions to this provision will be made by formal vote of the Board. Should circumstances dictate, the Board, by majority vote, may recommend to the Town Manager that a member's appointment be terminated.

Section 7. Ex-Officio

The Library Director shall be an ex-officio, non-voting member of the Board.

ARTICLE III. OFFICERS

Section 1. Officers

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

The officers shall be elected by the Board at the annual organizational meeting of the Board in the month of May. They shall hold office until the next annual organizational meeting of the Board and until their respective successors are elected. The Chairperson shall not be elected to serve more than two (2) consecutive terms of office.

Section 2. Duties of the Chairperson

- To preside at all meetings of the Board.
- To call special meetings of the Board.
- To ensure due notice of all regular monthly and special meetings is issued.
- To prepare an agenda for each meeting in collaboration with the Library Director.
- To appoint members to and designate the duties of any special committees.
- To serve ex-officio as a member of all committees of the Board.
- To act as general spokesperson for the Board.
- To sign any necessary authorization papers.
- To support fundraising activities and public events at the library.
- To ensure that all members have taken the oath of office.
- To exercise control over public meetings and ensure that the proper decorum is maintained and that such meetings are conducted in an orderly and appropriate manner.
- To provide guidance to incoming Trustees as to policies and procedures of the Board.

Section 3. Duties of the Vice-Chairperson

- To perform the duties of the Chairperson of the Board at the request of or in the absence of the Chairperson.

Section 4. Duties of the Secretary

- To keep true and accurate records of all meetings of the Board and forward them to the Library Director.
- To sign minutes of the meetings once they are approved.
- To prepare written communication of a personal nature on behalf of the Board, such as thank you notes, invitations, etc.
- To perform such other duties as are generally associated with that office.

ARTICLE IV. LIBRARY DIRECTOR AND STAFF

The Board shall assist in the recruiting, interviewing and the reviewing of credentials of candidates for the position of Library Director. The Board shall recommend and advise the Town Manager regarding the appointment of a Library Director to supervise the operation of the library. The Town Manager shall appoint a qualified director in possession of an MLS degree from an ALA-accredited institution who shall be the executive and administrative officer of the library on behalf of the Town Manager and the Board.

The Library Director shall appoint other employees 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 in keeping with the materials selection policy adopted by the Board; for the effectiveness of library services to the public; for the library's financial operation within the limitations of the approved budget; for advancement of the strategic goals and objectives of the library as communicated by the Board or as set forth in the current Long Range Strategic Plan; and pursue grants and other sources of funds for the library.

The Library Director, as the ex-officio non-voting member of the Board, shall attend all Board

meetings and shall provide a written report for presentation at each meeting, advise and inform the Board on library matters, including, but not limited to, making policy, budget preparations and updates, annual analysis of the Long Range Strategic Plans, and decisions to improve efficiency and quality of library services. The Library Director shall apprise the Board of updates from State and regional library organizations, provide advanced notice of visits by state and local officials, alert members of local and civic organizational events and encourage participation when appropriate.

ARTICLE V. COMMITTEES

Section 1. Appointment

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

- Nomination of Officers Committee
- Policy Development Committee
- Trustees Bylaws Review Committee

Section 2. Reports

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

Section 3. Powers

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

ARTICLE VI. MEETINGS

Section 1. Regular Meetings

The Board shall meet monthly at a posted place, date and time. The notice shall include a list of topics that the Chairperson reasonably anticipates will be discussed at the meeting.

Section 2. Special Meetings

Special meetings of the Board may be called by the Chairperson, or upon written request of two (2) members to the Chairperson for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose of which it is called shall be given to each member of the Board at least three (3) days in advance of the meeting. Notice of the meeting, except in emergency cases, shall be provided to the public 48 hours in advance, excluding Saturdays, Sundays, and holidays.

Section 3. Postponement of Meetings

If the Library closes due to inclement weather on a day that a meeting is scheduled to take place, members may set a date for another regularly scheduled meeting to be held within one week of its cancellation.

.Section 4. Quorum and Action by Vote

A quorum for transaction of business shall consist of a simple majority of four (4) members. An affirmative vote of the majority of all members of the Board present at a meeting shall be necessary to approve an action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board. In the event of a tie vote, the motion will be defeated.

If a quorum is not present at a regularly scheduled meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of the specially called meeting. Discussions may be held at a meeting that lacks a quorum but no binding vote may be taken.

Section 5. Order of Business

An agenda shall be prepared by the Library Director in collaboration with the Chairperson before all meetings and distributed to Board members in advance. Agendas for Board meetings will follow the general format below:

- Call to order
- Public Comments, Concerns and Suggestions
- Approval of minutes of previous meeting(s)
- Director's Report
- Committee Reports
- Old Business
- New Business
- Friends of the Library Report
- Other Business
- Date for next meeting
- Executive Session (if needed)
- Adjournment

The Board reserves the right to amend the order of business.

Section 6. Open Meeting Law

All meetings of the Board shall be subject to the state's Open Meeting law, as contained in Massachusetts General Laws, Chapter 30A, Sections 18-25. In particular, all meetings are open to the public unless held in executive session under 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, excluding Saturdays, Sundays and holidays, and a copy of minutes of meetings will be available for public inspection.

Section 7. Parliamentary Rules

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

ARTICLE VII. DUTIES OF THE TRUSTEES

1. Shall ensure, in consultation with the Library Director, that the Library meets statutory and regulatory requirements of Massachusetts General Laws, Chapter 78, sections 19A and 19B, and 605 Code of Massachusetts Regulations Section 4 so that the Town of East Longmeadow will be certified annually by the MBLC in order to qualify for the State Aid to Public Libraries grants.

2. In the event the Board of Trustees of the East Longmeadow Public Library is named the recipient of restricted or unrestricted funds, the Board will take the following steps:
 - Create an Endowment Fund which will be established to produce income to supplement the East Longmeadow Public Library's annual municipal budget.
 - Manage and distribute restricted funds, such as those received from a Trust Fund, and comply with the stipulated purpose designated by the donor.
 - Manage and judiciously distribute unrestricted funds based on the needs of the Library and in accordance with its mission statement.
3. Shall assist the Library Director with input from staff, community representatives, residents, non-residents, and library patrons, in the creation of 5-Year Strategic Plans which assess the needs of the library and the role of the library in the community, and ensure the library develops to meet those needs.
4. Shall conduct, in consultation with the Library Director, an annual review in November as to the progress in achieving the goals and objectives as set forth in the library's current 5-Year Strategic Plan in order to:
 - Introduce the Strategic Plan to new Trustees and remind existing members of its content;
 - Promote communication between the Library Director and the Board in setting and advancing goals and objectives for the library; and
 - Provide input from the unique perspective of the Board to the Town Manager.
5. If requested by the Town Manager, the Board shall assist in the recruiting, interviewing and the reviewing of credentials of candidates for the position of Library Director.
6. Establish written policies for the selection of library materials and the use of library materials and facilities which are in accord with the current standards of the American Library Association, as provided for by Massachusetts General Laws, Chapter 78, Section 33.
7. Determine, develop, and implement, in consultation with the Library Director, library policies that govern library services and maintain a written record of them.
8. Support the Library Director in preparation of the library budget, and if requested, participate in its presentation to town boards and officials and work for its adoption by the municipality.
9. Through the Library Director, monitor the maintenance of buildings and grounds and regularly review facility needs to see that they meet requirements of the total library program.
10. Speak and act as an advocate for the library in the community and participate in an active public relations program.
11. Study and support legislation that will benefit the library and the larger library community of which it is a part.
12. Shall annually prepare or cause to be prepared and submit to the Town Manager a report in writing covering clearly and concisely the work of its department for the preceding year, for inclusion in the Annual Town Report.

13. Shall inform newly-appointed members of the Board the responsibilities, policies, and procedures of the Board.
14. Shall support the principles of the American Library Association: “Freedom to Read,” “Freedom to View,” and the “Library Bill of Rights.”
15. Shall maintain open and candid communications with the Library Director.
16. Shall cooperate with other public officials and boards and maintain vital public relations.
17. In general, the Board shall monitor the operations and procedures of the Library in their capacity as representatives of the citizens of the Town. This supervisory responsibility shall not be construed so as to interfere with the responsibility and prerogatives of the Library Director in regard to the day-to-day administration of the library and the implementation of Trustees policies.

ARTICLE VIII. 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 IX. INCONSISTENT PROVISIONS

To the extent that any provision of these by-laws is inconsistent with a provision of the Massachusetts General Laws or the East Longmeadow Home Rule Charter or the Town’s General By-laws, the Massachusetts General Laws, the Home Rule Charter, or the Town’s By-laws, as the case may be, shall govern.

ARTICLE X. AMENDMENTS

These bylaws may be amended at any regularly scheduled 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.