



I. PURPOSE:

The Board, under the authority of Massachusetts General Law Section 78, The East Longmeadow Home Rule Charter and By-Laws, shall represent the interests, 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 include reviewing general operating and administrative policies for the governance of the library, advising on community needs, speaking as advocates for the library, and acting as liaisons to the Library Director, Town Manager, and to the public.

II. LIBRARY DIRECTOR:

The Board may recommend and advise the Town Manager regarding the appointment of a Library Director to supervise the operation of the library. Upon request of the Town Manager, the Board may assist in the recruiting, interviewing and the reviewing of credentials of candidates for the position of Library Director. The Town Manager shall appoint a qualified director in possession of an Master of Library Science degree from an American Library Association 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 is an ex-officio non-voting member of the Board and shall attend all Board meetings.

III. TRUSTEES:

A. DUTIES OF THE TRUSTEES

The Trustees shall adhere to the principles of the American Library Association's "Freedom to Read," "Freedom to View," and the "Library Bill of Rights."

1. Support the Library Director in their effort to ensure 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 the Town of East Longmeadow will be certified annually by the Massachusetts Board of Library Commissioners in order to qualify for State Aid to Public Libraries.
2. Participate in the creation of 5-Year Strategic Plans, which assess the needs of the library and the role of the library in the community.

**East Longmeadow Public Library
Board of Library Trustees Rules and Regulations**

3. Participate in an annual review as to the progress in achieving the goals and objectives as set forth in the library's current 5-Year Strategic Plan.
4. Assist, if requested by the Town Manager, in the recruiting, interviewing and reviewing of credentials of candidates for the position of Library Director.
5. Establish and amend 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, and all other policies that govern library services.
6. 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.
7. Support the Library Director's monitoring of the maintenance of building and grounds, and regularly review the current facility needs of the library.
8. Advocate for the library in the community.
9. Study and support legislation that will benefit the library and the larger library community.
10. Support the Library Director, if requested, in preparing the Library's contribution to the Town Manager for inclusion in the Annual Town Report.
11. Maintain open communication with the Library Director.
12. Cooperate with other public officials and boards.
13. In general, the Board shall monitor the operations and procedures of the Library in their capacity as representatives of the residents 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 day-to-day administration of the library and implementation of Trustees policies.

In the case of failure to adhere to the duties of the Trustees, the Library Director or other Trustees may recommend to the Town Manager that a member's appointment be terminated.

B. ATTENDANCE

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. In the case of unreliable attendance, the Board may recommend to the Town Manager that a member's appointment be terminated.

C. TERM LIMITS

**East Longmeadow Public Library
Board of Library Trustees Rules and Regulations**

The term of a member of the Board shall not exceed three (3) consecutive terms, or nine (9) years. The Library Director may recommend an extension of a term, subject to approval by the Town Manager.

D. RESIGNATIONS

A resignation is considered effective upon receipt of notification to the Town Manager.

E. 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 July. 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.

Duties of the Chairperson

1. Preside at all meetings of the Board.
2. Call special meetings of the Board.
3. Ensure due notice of all regular monthly and special meetings is issued.
4. Act as general spokesperson for the Board.
5. Sign any necessary authorization papers.
6. Support fundraising activities and public events at the library.
7. 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.
8. Provide guidance to incoming Trustees as to policies, procedures and responsibilities of the Board.

Duties of the Vice-Chairperson

1. Perform the duties of the Chairperson of the Board at the request of or in the absence of the Chairperson.

Duties of the Secretary

1. Keep true and accurate records of all meetings of the Board and forward them to the Library Director and Town Clerk.
2. Sign minutes of the meetings once they are approved
3. Perform such other duties as are generally associated with that office.

F. MEETINGS

1. Regular Meetings

The Board shall meet monthly at a posted place, date and time.

2. Special Meetings

Special meetings of the Board may be called by the Library Director or 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 for 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.

3. Postponement of Meetings

If the Library closes unexpectedly, a quorum cannot be reached, or the Library Director is unavailable on a day that a meeting is scheduled to take place, an attempt will be made to reschedule the meeting.

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 available at a regularly scheduled meeting, the meeting will be postponed.

5. Order of the Agenda

An agenda shall be prepared by the Library Director before all meetings and distributed to Board members in advance. Agendas for board meetings may follow the general format: call to order, public comments, approval of minutes of previous meeting(s), director's report, old business, new business, other business, date for next meeting, and adjournment. The Board may recommend an amendment to the order of the agenda.

6. Open Meeting Law

**East Longmeadow Public Library
Board of Library Trustees Rules and Regulations**

All meetings of the Board shall be subject to the 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 the case of an emergency, will be filed with the Town Clerk at least 48 hours beforehand, excluding Saturdays, Sundays and holidays, and a copy of the Minutes of the Meeting will be available for public inspection.

7. Parliamentary Rules

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

G. 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.

IV. INCONSISTENT PROVISIONS

To the extent that any provision of these Rules and Regulations is inconsistent with a provision of the Massachusetts General Laws, 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.

V. AMENDMENTS

These Rules and Regulations 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 preceeding regular meeting.

Approved by the Board of Library Trustees, August, 2025