NORFOLK MASSACHUSETTS PUBLIC LIBRARY

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Board of Trustees Bylaws

Article I – Name and Authorization

This organization shall be called "The Board of Trustees of the Norfolk Public Library of Norfolk, Massachusetts," existing by virtue of the provisions of Chapter 78, Sections 10-13 of the General Laws of Massachusetts (MGL), and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II – Membership

1. The Board shall be comprised of three Trustees.

2. The Trustees shall be elected by the voters of the Town of Norfolk at the annual Town Election according to a schedule of one Trustee every year for a term of three years.

3. Any member may resign by written notice filed with the Town Clerk, as provided for in MGL, Chapter 41, Section 109. Upon receipt of the notice, the Town Clerk will notify the remaining members of the Board.

4. A vacancy on the Board shall be filled by joint majority vote of the Board of Trustees and the Select Board in accordance with MGL, Chapter 41, Section 11.

5. Any member who misses four consecutive meetings will receive a letter from the Board, 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 Board's minutes. In the event of illness or other extenuating circumstance, exceptions to this provision may be made by vote of the Board.

Article III – Responsibilities

1. The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the Bylaws of the Town of Norfolk with regard to custody and management of

the library and of all property owned by the Town pertaining to the library. The Board shall be responsible for all monies appropriated by the Town for the library and all money or property received by the Town by gift or bequest for the library.

2. Appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

3. Prepare a written employment contract for the Library Director, detailing the basic conditions of employment, as provided by MGL, Chapter 78, Section 34.

4. Establish a written policy for the selection of library materials and the use of library materials and facilities which is in accord with the current standards of the ALA, as provided by MGL, Chapter 78, Section 33.

5. Determine, in consultation with the Library Director, policies and procedures, and maintain a written record of them. Policies and Procedures shall be reviewed on an annual basis.

6. Advise the Library Director in preparation of the library budget, adopt the final budget document, participate in its presentation to Town boards and officials and work for its adoption by the town.

7. Through the Library Director, in collaboration with the Town Facilities Director, monitor the maintenance of buildings and grounds, and regularly review facility needs to see that they meet the requirements of library programs.

8. Represent the community's needs in an ongoing planning process which assesses the needs of the library and the role of the library in the community; speak and act as an advocate for the library in the community; participate in an active public relations program.

9. Study and support legislation beneficial to the library and the community.

Article IV – Officers

1. The officers of the Board shall be a Chair and Clerk.

2. The Chair shall conduct all meetings, appoint all committees, serve as the official representative of the Board, and fulfill all legal functions on behalf of the Board.

3. The Clerk, in the absence of the Chair, shall perform the duties of the Chair.

4. The Library Director shall post all meetings as required by law. The Clerk shall keep a true record of all meetings of the Board and is responsible for correspondence as directed by the Board.

5. Officers shall be elected from the Board at the regular meeting of the Board that immediately follows the Annual Town elections. The term of office shall be one year. In the event of a vacancy in any officers' position during the year, that vacancy shall be filled by a vote of the Board.

Article V – Meetings: General

1. Regular meetings shall normally be held each month, except in July, August, and December, at a date and time convenient for the Board and Director, at the library or at the place designated at the preceding meeting. The Board may, at its discretion, change the day, time, and location of this meeting based upon the operational needs of the library, provided that all changes are made in compliance with MGL, Chapter 30A. The May meeting shall be the Annual Meeting.

2. Special meetings of the Board may be called by the Chair or on written request of two members or by the Director, 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 of Trustees at least three days prior to the meeting.

3. A quorum for transaction of business shall consist of two members of the Board.

Article VI – Meetings: Organization and Conduct

1. All meetings of the Board shall be subject to the State's Open Meeting Law, as contained in MGL, Chapter 30A, unless held in executive session under the terms of the law. A notice of meetings, except in case of emergency, shall be posted on the town government website at least 48 hours beforehand. All records of minutes or meetings shall be available for public inspection.

2. The Library Director shall develop an agenda for each meeting and distribute it to the Board members for review. The Board members may request that an item be added to the agenda for discussion. Following this review of the agenda by the Board members, the Director shall ensure that the agenda is posted on the appropriate Town website.

3. The Board Chair shall serve as the presiding officer of the meeting. They shall:

a. Call the meeting to order
b. Enforce the observance of order and decorum
c. Call to close or limit discussion
d. Determine when to close and begin discussion on an agenda item
e. Call for motions
f. Call for votes on all motions
g. Call for adjournment
h. Sign all acts, proceedings, or other documents related to the meeting or appoint a designee to do so

4. The Clerk shall serve as the recording officer. They shall:
   a. Keep a record of the proceedings ("minutes")
   b. Revise all documents as directed by the Chair pursuant to the direction of the Board
   c. Draft all correspondence as directed by the Chair pursuant to the direction of the Board
   d. Serve as the Chair in the absence of the Chair

5. All Board meetings shall normally follow this order of business:
   a. Call to Order by the Chair
   b. Approval of the Minutes (with or without revision)
   c. Public Comment (limited to 3 minutes per speaker)
   d. Friends of the Library Report
   e. Director's Report
   f. Associate Director's Report
   g. Policy Reviews and Updates
   h. Other Business
   i. Policies to be Reviewed at Next Meeting
   j. Schedule Next Meeting
   k. Adjournment

6. All Board decisions shall be decided by a majority vote.

7. Meetings shall normally be not more than 90 minutes duration unless the Board agrees to extend the time.

8. Members of the public shall be able to observe meetings, except in executive session, pursuant to the provisions and requirements of MGL, Chapter 30A. However,

members of the public may speak at a meeting only during the time allotted for public comment, not to exceed 3 minutes unless otherwise authorized by the Chair, or if a person has submitted an item for discussion on the agenda.

9. All participants and observers of Board meetings shall comport themselves in a manner that creates an environment that permits serious discussion, deliberation, and decision-making.

Article VII – Library Director and Staff

The Library Director shall select and 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 Collection Development Policy adopted by the Board; 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.

Article VIII – Committees

1. Appointment – The Chair 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 the Board.

2. Reports – All committees shall make a progress report to the Board at each of its meetings, as required.

3. Powers – No committee will have other than advisory powers unless by suitable action of the board it is granted specific power to act.

Article IX – 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, with the exception of the Chair, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

Article X – Parliamentary Rules

Except as provided for by these bylaws, the current edition of Robert's Rules of Order

shall govern.

Article XI – Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, provided that a motion presenting the amendment was duly made and seconded at the previous regular meeting.