

J. V. FLETCHER LIBRARY BOARD OF LIBRARY TRUSTEES BY-LAWS

ARTICLE I. NAME AND AUTHORIZATION

This organization shall be called the Board of Trustees of the J. V. Fletcher Library, existing by provision of the Social Library Proprietors of February 4, 1859 and by the provisions of Chapter 78, Sections 7 - 12 of the Laws of the Commonwealth of Massachusetts as amended.

ARTICLE II. TRUSTEES

Section 1. Number:

There shall be six (6) members of the Board elected by the voters of Westford.

Section 2. Term:

The terms of office of the Trustees shall be for three (3) years, so arranged that two (2) terms of office shall expire each year.

Section 3. Filling of Vacancy:

Any vacancy on the Board of Library Trustees shall be filled in accordance with the provisions of Chapter 41, Section 11 of the Laws of the Commonwealth of Massachusetts: " If there is a vacancy in a board consisting of two or more members...the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or another is qualified."

ARTICLE III. OFFICERS

Section 1. Officers:

a) The Officers of the Board shall be Chairman, Secretary and Treasurer elected from among the six (6) Trustees at the regular June meeting of the Board.

b) The Officers shall serve from their election until their successors are duly elected.

*BY-LAWS, p. 2*Section 2. Duties of the Chairman:

a) The Chairman shall preside at all meetings, shall call special meetings, and shall generally perform the duties of a presiding officer. The Chairman shall appoint all committees and in conjunction with the Library Director execute all decisions of the Board. In the Chairman's absence from a meeting the members present shall elect a temporary Chairman.

b) The Chairman or a designated representative, and the Library Director shall represent the Board in all its matters before the Board of Selectmen, Financial Committees, Town Meeting and other town boards and officers. In addition, the Chairman shall be responsible, in conjunction with the Library Director, for the preparation of the Annual Report of the activities of the Board and the Library.

Section 3. Duties of the Secretary:

The Secretary shall keep an accurate record of all proceedings of the Board meetings; shall have custody of the minutes and other records of the Board; shall attend to general correspondence; and shall update the Trustees Manual in conjunction with the Library Director. Accurate records of all Board minutes and a continuous historical Board record shall be available in the Library.

Section 4. Duties of the Treasurer:

The Treasurer shall have charge of the special funds, Trust Funds, financial instruments and income under the jurisdiction of the Trustees. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the Treasurer to perform the duties of the office, the duties shall be performed by such other members of the Board as the Board may designate. All accounts shall be reviewed, and audited and a report given to the Board at regular quarterly meetings.

ARTICLE IV. LIBRARY DIRECTOR AND STAFF

The Board shall 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. The Director shall select and appoint other employees and shall be responsible for the proper direction and supervision of staff, and for the administration of collective bargaining agreements and by-laws pertaining to personnel; 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; 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; and, shall execute decisions and policies of the Board.

*BY-LAWS P. 3*ARTICLE V. COMMITTEESSection 1. Appointment:

The Chairman 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 the completion of the purpose for which it was appointed and after the final report is made to the Board. This shall include the annual appointment of a Friends' Board Liaison as a representative to the Friends of the J. V. Fletcher Library, Inc. Executive Board.

Section 2. Reports:

All committees shall post meetings, keep minutes and make progress reports to the Library Board at each of its meetings.

Section 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 VI. MEETINGSSection 1. Regular Meetings:

Unless otherwise ordered by the Board of Trustees, or by the Chairman, regular meetings, posted in accordance with the Open Meeting Law, shall be held monthly on a regular day, at a regularly appointed time, as determined by the Board.

Section 2. Special Meetings:

Special meetings may be called by the Chairman or upon the request of three (3) members of the Board for the transaction of business stated in the call for the meeting, provided all members are notified.

Section 3. Quorum:

A quorum shall consist of three (3) members of the Board.

Section 4. 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 39, Sections 23 A-23C. In particular, all meetings are open to the public unless held in executive session under the terms of the law. A notice of all meetings, except in the case of emergency, will be filed with the Town Clerk at least 48 hours beforehand and a copy of the notice will be posted in the Town Hall. Further, all records of minutes of meetings will be available for public inspection.

*BY-LAWS p. 4*Section 5. Order of Business:

The order of business at all regular meetings shall be as follows:

- Call to Order
- Signing of Warrants
- Approval of Minutes
- Approval of the Treasurer's Quarterly Report
- Report of the Director
- Report of Committees
- Communications
- Unfinished Business
- New Business
- Adjournment

ARTICLE VII. DUTIES OF THE BOARD OF TRUSTEESSection 1. Authority:

In accordance with the Massachusetts General Laws, Chapter 78, Sections 11 and 12, "the Board shall have custody and management of the library and reading room and all property owned by the Town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the Board, and all money or property which the town may receive by gift or bequest for said library and reading room shall be administered by the Board in accordance with the provisions of such gift or bequest."

Section 2. Planning Process:

The Board shall engage in an on-going planning process, which assesses the needs of the library and the role of the library in the community; and the Board shall ensure that the library develops to meet those needs.

Section 3. Appointment of Director:

The Board shall select, appoint and regularly evaluate a competent library Director.

Section 4. Employment Contracts:

The Board shall prepare a written employment contract for the Library Director and Assistant Director, detailing the basic conditions of employment, as provided by the Massachusetts General Laws, Chapter 78, Section 34.

Section 5. Materials Selection Policy:

The Board shall establish a written policy for the selection of library materials and the use of library materials and facilities which is in accordance with the American Library Association "Library Bill of Rights" and "Right to Read" statement and other current standards of the American Library Association.

*BY-LAWS p.5*Section 6. Library Policies:

The Board shall determine, in consultation with the Library Director, library policies and maintain a written record of them.

Section 7. Budget Preparation:

The Board shall advise the 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 municipality.

Section 8. Facility Maintenance:

The Board has custody and management of the Library facility and shall, through the Library Director, monitor the maintenance of buildings and grounds, and regularly review facility needs to see that they meet the requirements of the total library program.

Section 9. Annual Report:

The Board shall make an annual report to the town of its receipts and expenditures and of the property in its custody, with a statement of any unexpended balance of money and of any gifts or bequests which it holds in behalf of the town, with its recommendations.

Section 10. Agreements:

Subject to existing law and subject to appropriation, the Board of any library for the purpose of improving the services of said library may enter into an agreement with the board or boards of any neighboring library or libraries to pay for services in common.

Section 11. Cooperation:

The Board of Trustees of the public library shall in all matters of general municipal policy and procedures be subject to policy and directives designed to achieve uniformity and better administrative control as from time to time be issued by the town governing body or officer. The Board of Trustees of the public library shall have all other powers and duties as may be provided by general law, by charter, by ordinance or otherwise.

Section 12. Advocacy:

The Board of Trustees shall speak and act as an advocate for the library in the community and participate in an active public relations program.

Section 13. Legislative Support:

The Board shall study and support legislation which will benefit the library and the larger library community of which it is a part.

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ARTICLE VIII. COLLECTIVE AUTHORITY

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. PARLIAMENTARY RULES

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

ARTICLE X. AMENDMENTS

These by-laws 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 made and seconded at the preceding regular meeting.

VOTED UNANIMOUSLY: 4/10/90; REVISED "FILLING OF VACANCY" LANGUAGE: 7/5/95;
AMENDED: 8/4/03; 5/1/2017.