

## **BY-LAWS OF THE SOUTHBOROUGH LIBRARY**

### **ARTICLE I. Name and authorization**

This organization shall be called "The Board of Trustees of the Southborough Library", existing by virtue of the provisions of Ch. 78 Sec. 10-13, 21 of the General Laws of Massachusetts, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **ARTICLE II. Trustees**

#### **Section 1. Number and qualifications**

The governing body of the Library is composed of six (6) members elected by the voters of the Town of Southborough.

#### **Section 2. Term of Office**

The term of office of trustees shall be Three (3) years.

#### **Section 3. Vacancies**

In the event of a vacancy or vacancies on the Board of Trustees prior to the end of a term or terms, the Board of Trustees shall meet and vote jointly with the Board of Selectmen to fill the vacancy or vacancies in accordance with the provisions of Massachusetts General Laws Chapter 41, Sections 10-11. Such appointments shall be valid until the next town election, at which time any remaining portion of a term shall be filled through election.

### **ARTICLE III. Officers**

#### **Section 1. Offices**

The officers of the Southborough Library shall be a Chair, a Vice Chair, a Secretary and a Treasurer.

The Chair, Vice Chair, Secretary and Treasurer shall be elected by the Board of Trustees of the Southborough Library at the Annual Meeting of the Board. They shall hold office until the next Annual Meeting of the Board and until their respective successors are elected.

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### **Section 2. Duties of the Chair**

To serve as presiding member at all meetings of the Trustees of the Southborough Library Board.

To call special meetings of the Southborough Library Board.

To serve ex-officio as a member of all committees of the Southborough Library and to preside at all meetings of such committees which s/he attends.

To create a meeting notice for all regular and special meetings of the Board and cause the same to be posted as may be required by law.

### **Section 3. Duties of the Vice Chair**

To perform the duties of the Chair of the Board of Trustees of the Southborough Library at the request of the Chair or in the Chair's absence, and to perform such other duties as may be delegated to the position.

At the request of the Chair, as circumstances may warrant, to create a meeting notice for a regular or special meeting of the Board and cause the same to be posted as may be required by law.

### **Section 4. Duties of the Secretary**

To keep a true and accurate record of all meetings of the Board and perform such duties as are generally associated with that office.

### **Section 5. Duties of the Treasurer**

To assist in the preparation of the annual budget, to monitor the monthly expenses and expenditures of the Library and to monitor and supervise the trust funds of the Library.

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### **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, under its review and direction. The director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and other library materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting. The Library Director shall attend all duly constituted Board meetings.

### **ARTICLE V. Committees**

#### **Section 1.**

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 the completion of the purpose for which it was appointed and after the final report is made to the Board.

#### **Section 2.**

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

#### **Section 3.**

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

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### **ARTICLE VI. Meetings**

#### **Section 1. Time and Place of Meeting**

The Library Board shall meet on the third Tuesday of each month at 6:00 PM at the Southborough Library or at the place designated at the preceding meeting. A meeting may be rescheduled to ensure a quorum. The first meeting after town elections shall be the annual meeting.

#### **Section 2. Compliance with laws**

All meetings of the Board are subject to applicable laws, including but not limited to, the Open Meeting Law. Further, all records of such meetings, including minutes, are subject to applicable laws, including but not limited to, the Open Meeting Law and Public Records Law.

#### **Section 3. Special Meetings of the Board**

Special Meetings of the Board of Trustees may be called by the Chair, or upon written request of three (3) members, 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 called shall be posted as required by the Commonwealth's Open Meeting Law and given to each member of the Board of Trustees or Executive Committee at least one (1) day in advance of the meeting.

#### **Section 4. Quorum**

A quorum for transaction of business shall consist of a simple majority.

#### **Section 5. Order of Business at regular meetings shall be:**

1. Review and approval of bills and expenditures.
2. Reading an approval of minutes of prior meeting(s).
3. Report of Library Director.
4. Review of communications and correspondence.
5. Review of old business.
6. Consideration of new business.

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### **ARTICLE VII. Duties of the Board of Trustees**

1. Engage in an ongoing planning process, which assesses the needs of the library and the role of the library in the community; and insure that the library develops to meet those needs.
2. Select, appoint and regularly evaluate a competent library director.
3. Prepare a written employment contract for the Librarian, detailing the basic conditions of employment, as provided by Mass. General Laws, Ch. 78s 34.
4. The Trustees shall 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 American Library Association, as provided for by Mass. General Laws. Ch. 78 s 33.
5. Determine the policy of the library and maintain a written record thereof.
6. Advise in the preparation of the budget, approve it, and secure adequate funds to finance the approved budget.
7. Through the library director and town Facilities Department, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
8. Speak and act as an advocate for the Southborough Library and maintain vital public relations.
9. Study and support legislation that will bring about the greatest good to the greatest number of libraries.

## **BY-LAWS OF THE SOUTHBOROUGH LIBRARY**

### **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 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 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 the amendment was stated at the preceding meeting or was sent to the members at least thirty (30) days prior to the meeting.

Amended: November 15, 2016  
Southborough Library  
Library Board of Trustees