



Town of Reading Massachusetts

Board of Library Trustees



Board of Library Trustees Bylaw
November 19, 2019

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ARTICLE I Name and Authorization

The name of this organization is the Board of Trustees of the Reading Public Library, existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the Massachusetts General Laws (MGL), and the Charter of the Town of Reading.

ARTICLE II Membership

- 1 The Board shall be composed of six members, two of whom shall be elected each year at the Annual Town Meeting Elections, as provided for in MGL, Chapter 78, Section 10. Trustees serve without compensation for a term of three years.
- 2 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.
- 3 A vacancy on the Board shall be filled by joint majority vote of the Board of Library Trustees and the Board of Selectmen in accordance with the MGL, Chapter 41, Section 11. Each member of each Board has one vote. The vacancy will be filled in a timely manner, but within 60 days, unless extenuating circumstances exist.
- 4 Any member who fails to attend four consecutive regularly scheduled board meetings will receive a letter from the Chairperson 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 circumstances, exceptions to this provision may be made by formal vote of the Board.

ARTICLE III Responsibilities

- 1 The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the Charter of the Town of Reading as regards the 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 moneys appropriated by the Town for the Library and all money or property received by the Town by gift or bequest for the Library.
- 2 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. Responsibilities delegated by the Board to the Library Director shall include implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public. The Library Director shall attend all Board meetings.
- 3 The Board shall establish written policies governing library activities and services, including a 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 the MGL, Chapter 78, Section 33.
- 4 The Board shall execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78, Section 34.

ARTICLE IV Officers

- 1 The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.
- 2 The Chairperson 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 Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson.
- 4 The Secretary shall post all meetings as required by law, keep a true record of all meetings of the Board, and be responsible for correspondence as directed by the Board.
- 5 Officers shall be elected by the Board by the regular June meeting of the Board. The term of office shall be one year. In the event of a vacancy in any of the officers' positions during the year, that vacancy shall be filled by a vote of the Board.

ARTICLE V Meetings

- 1 Regular meetings shall be held at the Library on the second Monday of each month beginning at 7:00 p.m., except when in conflict with state and federal holidays, Town Meeting, major non-national religious holidays (see below), or as otherwise arranged by the Chairperson.

Major non-national religious holidays include:

- a Two days of Rosh Hashanah (holiday begins at sundown the night before);
- b Yom Kippur (holiday begins at sundown the night before);
- c The first day of Passover, which begins at sundown the night before with the first Seder supper and ends after the second Seder supper on the evening of the first day; and
- d Good Friday

Regular attendance is expected. A Trustee is expected to give advance notice whenever he/she cannot attend a meeting.

- 2 Special meetings may be called by the Chairperson, or at the request of a majority of members.
- 3 A quorum shall be four members.
- 4 All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A - 23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk at least 48 hours in advance of the meeting date and time, and a copy of the notice will be posted in the Town Hall. All records of minutes of meetings will be available for public inspection.
- 5 There shall be a prepared agenda which shall include: Call to order; approval of minutes of previous meetings; report of the Library Director, reports of other library staff; reports of committees; action items; and other business as deemed necessary by the Chairperson.

ARTICLE VI Liaisons

- 1 The following Liaisons are appointed by the Chairperson: Budget/Finance Committee, Friends of the Library, Trust Funds, Building, and Staff and any other liaisons that may become necessary.
- 2 Committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the Chairperson. Such committees shall function as ad hoc committees and shall consider only that purpose for which they were appointed. They shall disband when their work has been completed.

ARTICLE VII 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 Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

ARTICLE VIII Parliamentary Rules

Except as provided for in these Bylaws, the current edition of Robert's Rules of Order shall govern.

ARTICLE IX Amendments

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

ARTICLE X Inconsistent Provisions and Severability

To the extent that any provision of these Bylaws is inconsistent with any provision of the Massachusetts General Laws or the Town Bylaws or Charter, the Massachusetts General Laws or the Town Bylaws or Charter, as the case may be, shall govern. In the event any article or section, subsection or provision of any article of these Bylaws shall be held to be unconstitutional or invalid, such invalidity shall not affect the validity or constitutionality of any other article or any other section, subsection or provision.