

**MOSES GREELY PARKER MEMORIAL LIBRARY
BYLAWS
BOARD OF LIBRARY TRUSTEES**

Article 1 - ORGANIZATION

This organization shall be called "The Board of Trustees of the Moses Greeley Parker Memorial Library," hereafter referred to as "the Board," existing by virtue of the provisions of Chapter 78, sections 10-12 of the Laws of the Commonwealth of Massachusetts and the By-Laws of the Town of Dracut, Massachusetts and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

Article 2 – OBJECTIVE

The Board of Library Trustees shall have the custody and management of the library and all property of the Town related 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 that the Town may receive by gift or bequest shall be administered by the Board in accordance with the provisions of such gift or bequest. The Board of Library Trustees shall have all powers and duties given to Boards of Library Trustees under the constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by Bylaw, or by other Town Meeting vote.

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.

The Board is empowered to ensure, to the greatest extent possible, that the policies and objectives of the Library are met. These objectives include:

- The assumption of a leadership role in the community and serving as a center of information.
- Identifying community needs which the Library can fill.
- The promotion of enlightened citizenship and continuing self-education.
- To provide an open and civil place for residents to exchange ideas and opinions.
- Advocacy of the American Library Association's (ALA's) "Library Bill of Rights" and the "Freedom to Read" statement.
- The provision of free library service to every resident of the community and every resident of the Commonwealth of Massachusetts.

Article 3: Duties of Trustees

- 3.1 To secure adequate funds for the operation of the Library.
- 3.2 To hire a capably trained Library Director.
- 3.3 To determine policies. The actual carrying out of policies should be entrusted to the Library Director.

- 3.4 To review and approve the annual Library Budget request before it is submitted to the Town Manager.
- 3.5 To accept and acknowledge gifts to the Library.
- 3.6 To take an active interest in the improvement of all libraries. This may mean support of library legislation on a local, state, or national level.
- 3.7 To set a good example by adhering to established Library rules, and not to take advantage of their position.
- 3.8 To familiarize themselves with the projects and procedures in other libraries; attend meetings of various library organizations, and to have membership in some library organization.

Article 4: Board Composition & Officers.

There shall be a Board of Library Trustees consisting of five members elected for three-year terms so arranged so that one term shall expire each year. Any vacancy on the Board 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.

- 4.1 The officers of the Board shall be Chairperson, Vice-Chairperson, and Secretary and these shall be elected annually at the first regular meeting of the Board following the annual Town Election.
- 4.2 Officers shall serve not more than two consecutive terms in the same position.
- 4.3 The Chairperson shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and perform the duties of the Presiding Officer.
- 4.4 In the absence of either the Chairperson or Vice-Chairperson, the Secretary shall fill the vacancies.
- 4.5 Minutes of all open Board meetings shall be taken by the Library's Office Manager. In the absence of the Office Manager, the Secretary shall take the minutes. The Office Manager (or in their absence, the Secretary) shall keep a true and accurate account of all proceedings of the Board meetings, and shall turn over such notes to the Library Director for safekeeping. A copy of the minutes is to be kept on file at the Library for reference and a copy forwarded to the office of the Town Clerk.

Article 5: Meetings

All meetings of the Board shall be located at the Library on a time and day established on an annual basis beginning with the Board's first meeting following the town election.

Notice of a Trustees' expected absence should be given to the Chair of the Board. It is incumbent upon members to do all in their power to attend every meeting. If a change in circumstance makes it necessary

for a member to be absent frequently, that member should consider vacating their position in order to maintain the integrity of the Board and its function at the highest possible level.

- 5.1 Special meetings may be called by the Chairperson or upon the request of a majority of members of the Board for the transaction of business stated in the call of the meeting.
- 5.2 Notice of regular meetings will be duly posted in accordance with town ordinances and shall be open to the public as required by Chapter 39, Section 23A of the General Laws of the Commonwealth.
- 5.3 A quorum for the transaction of business shall consist of three members of the Board.
- 5.4 Conduct of meetings: Proceedings of all meetings shall be governed by Roberts Rules of Order.
- 5.5 Order of business: the order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstance will permit:
 - Call to order
 - Attendance
 - Community input
 - Review of minutes from previous regular meeting
 - Review and approval of bills
 - Review and approval of payroll
 - Budget and financial report
 - Director's report
 - Unfinished or continuing business
 - New business
 - Items to be added to the agenda for the next regular meeting
 - Adjournment

Article 6: Library Director and Staff

The Board shall appoint a qualified Library Director in possession of an MLS degree from an SALA accredited library school. They shall enter into a contract with the Director as required by the State of Massachusetts. The Director shall be considered an ex-officio member of the Board and shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, for the operation of the Library under the financial conditions set forth in the annual budget and shall attend all board meetings.

- 6.1 The library director shall review all bills, payroll sheets and regular obligations received for payment and make the appropriate recommendation to the Town Treasurer and Town Manager. The Director is authorized by the Board to approve for payment all those obligations of a typical and customary nature with items of exceptional or unusual nature to be referred to the Board of the Town Manager. The director shall cause to have a monthly report prepared of all bills, payroll sheets and obligations recommended for approval and shall present this report to the Board of Trustees at the regularly scheduled meetings of the Board

(This Section 2 added by vote of the Board of Trustees in accordance with Article 7 on March 9th, 2011.)

- 6.2 The Director of Libraries shall recommend for hire all other staff members to the Town Manager and, following approval, shall have supervision of such staff members, following the regulations set forth in the Town of Dracut's Personnel Bylaws and any applicable union contracts.

Article 7: Committees

- 7.1 The Chairperson 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 a final report is made to the board.
- 7.2 All committees shall report to the board at each of its meetings.
- 7.3 No committee will have other than advisory powers, unless by suitable action of the board, it is granted specific powers to act.

Article 8: Amendments

These by-laws may be amended at any regular meeting of the board with a quorum present by a unanimous vote of the members present, provided the amendment was state in the call for a meeting.

Article 9: Applicable Massachusetts General Laws

The following Massachusetts General Laws shall apply to the Board and all actions taken thereof:

MGL ch 78, sec 10 – dealing with how the town selects trustees, elections and makeup of the Board.

MGL ch 78, sec 11 – dealing with the powers and duties of a trustee.

MGL ch 78, sec 12 – requiring Trustees to make an annual report to the Town on receipts and expenditures of the library.

MGL ch 78, sec 13 – dealing with the non-applicability of the previous sections to library associations and libraries organized under special act.

MGL ch 78, sec. 33 – requiring the trustee to adopt a written policy for the selection of library materials

MGL ch 78, sec 34 – requiting the Trustees to be responsible for preparing a written employment contract for the Librarian, detailing the basic conditions for employment.

MGL ch 41, sec 109 – dealing with the resignation of town officers and residential requirements for holding office.

MGL ch 41, sec 11 – outlining the requirements a town must take to fill such a vacancy.

MGL ch 30A, sec 18:25 – explaining open meeting law, executive session and requirements of record keeping

MGL ch 30A, sec 20 – allowing for a presiding officer in an open meeting to remove unruly persons.

These Bylaws respectfully submitted to the Board of Trustees at the October 12, 2016 meeting for Approval.

Dr. Linda Trouville, Chair

James Nolan, Trustee

Eric Jackson, Trustee

John Dyer, Trustee

These revised By-Laws are Approved and Adopted at a Meeting of the Board of Trustees on May 21st, 2008 & October 12th, 2016.