

Dickinson Memorial Library By-Laws

ARTICLE I The Trustees

Section 1 – The function of the Board of Trustees is to establish policies for the operation of the Library and to administer the affairs of the Library.

Section 2 – The Board shall consist of six (6) members, two (2) to be elected each year at the Annual Town election, each to serve a three year term. In the event a member leaves before the term of office is completed the position will be filled at a joint meeting of the Board of Trustees and Selectboard of Northfield.

Section 3 – It shall be the responsibility of the Trustees to prepare the budget annually for the coming year, to be submitted to the Town Meeting for approval.

Section 4 – The Trustees shall administer the appropriations voted each year by Town Meeting for the support of the Library, and shall also administer such monies as accrue from gifts, bequests or other sources designated for the use of the Library.

Section 5 – The Trustees shall employ, supervise and evaluate the Library Director. The Trustees, with the Director, shall employ the Assistant Librarian, Custodian, Pages, and any other persons necessary for the operation of the library.

Section 6 – The Trustees shall have the responsibility for the plant and property of the Library.

ARTICLE II Officers

Section 1 – The officers of the Board of Trustees shall be a Chair, Secretary, and Treasurer, all of whom shall be elected at the first regular meeting following the Annual Town Election Meeting.

Section 2 – The Chair shall preside at all meetings of the Board. The Secretary shall keep all minutes of all meetings. The Treasurer shall keep an accurate account of all expenditures.

ARTICLE III Committees

Section 1 – Standing committees of the Board of Trustees may be established and appointed annually by the Board.

Section 2 – Additional temporary committees may be appointed at any time by the Board of Trustees, when some special need arises.

ARTICLE IV Meetings

Section 1 – Regular meetings of the Board shall be held monthly.

Section 2 – Special meetings may be call by the Chair at any time, or in the absence of the Chair by the Library Director.

Section 3 – At any meeting a majority of the Board members shall constitute a quorum.

ARTICLE V Amendments

Section 1 – The By-laws may be amended only by a majority vote of the Trustees at a regular meeting, following the proposal and discussion of such amendment at the preceding meeting.