

## **Dickinson Memorial Library By-Laws**

### **ARTICLE I Name and Authorization**

This organization shall be called “The Board of Trustees of the Dickinson Memorial Library of Northfield, Massachusetts,” existing by virtue of the provisions of Chapter 78, Sections 10- 13, and 21 of the General Laws of Massachusetts (MGL), and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **ARTICLE II Members**

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 by the people of the Town of Northfield each year at the Annual Town election, each to serve a three year term.

Section 3 - 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

Section 4 - In the event a member leaves before the term of office is completed, the vacancy will be filled by joint majority vote of the Board of Trustees and the Board of Selectmen in accordance with MGL, Chapter 41, Section 11. Such appointments shall be valid until the end of the vacant term.

Section 5 - Any member who misses four consecutive Board meetings shall be encouraged to resign by written letter from the Board Chair unless a formal vote of the Board endorses an exception based on extenuating circumstances such as extended illness.

### **ARTICLE III Responsibilities**

Section 1 - 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. The Trustees shall advise the Library Director in preparation of the budget annually, adopt the final budget document, and participate in its presentation to the Town boards.

Section 2 - The Trustees shall oversee the administration of 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 3 - The Trustees shall employ, supervise and evaluate the Library Director. The Trustees, with the Director, shall employ all staff.

Section 4 - Through the Library Director, supervise the maintenance of buildings and grounds and regularly review facility needs to see that they meet the needs of the library.

Section 5 - The Trustees shall advise the Library Director in creation of library policies and approve all final written policies

## **ARTICLE IV           Officers**

Section 1 - The officers of the Board of Trustees shall be a Chair, Vice-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 and serve as representative of the Board.

Section 3 - The Vice-Chair, in absence of the Chair, shall perform the duties of the Chair.

Section 4 - The Secretary shall keep all minutes of all meetings.

Section 5 - The Treasurer shall oversee an accurate account of all expenditures.

## **ARTICLE V           Committees**

The Chair may appoint committees as necessary.

## **ARTICLE VI           Meetings**

Section 1 – Regular meetings of the Board shall be held monthly, with a minimum of ten meetings per year.

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

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

Section 4 - All meetings of the Board shall be subject to the State’s Open Meeting Law, including requirements for conducting executive sessions, advance posting of meeting agendas, and availability of meeting minutes.

## **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 Chair, 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 by these bylaws, the current edition of Robert’s Rules of Order shall govern.

## **ARTICLE IX           Amendments**

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.