

Scituate Town Library
By-Laws
(Approved by the Library Board of Trustees 10/17/1992)
(Revised by the Library Board of Trustees 10/03/2012)

Article I. Name and Authorization

The name of this organization is the Board of Trustees of the Scituate Town Library, existing by virtue of the provisions of Chapter 78, Sections 10-12, and 21 of the Massachusetts General Laws (MGL), and by the 1999 Code of By-Laws of the Town of Scituate, Article 3, Section 3-6.

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 appointed by the Board of Selectmen if the vacancy occurs between the final date for filing papers for the office and November 1. If the vacancy occurs after November 1, it will be filled by the next regular town election.
4. Any member who fails to attend three 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 the 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 by the 1999 Code of By-Laws of the Town of Scituate 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 monies 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 Town Administrator, who may act with the advice of the Board, shall appoint a qualified Library Director. That person 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 (with the approval of the Town Administrator) 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. A member of the Trustees will regularly attend the scheduled meetings of the Library Foundation and provide an update to the Trustees at their next scheduled meeting. Trustees will request a

financial report each quarter from the Library Foundation for review. Library Foundation by-laws and board members are subject to approval by the Trustees.

5. In accordance with the 1999 Code of By-Laws of the Town of Scituate, the Chairperson shall submit to the Board of Selectmen each year a report of the activities of the Board for inclusion in the Town's Annual Report.

Article IV. Officers

1. The officers of the Board shall be a Chairperson and a Secretary.
2. The Chairperson shall conduct all meetings, post all meetings as required by law, appoint all committees, serve as the official representative of the Board and fulfill all legal functions on behalf of the Board.
3. The Secretary shall keep a true record of all meetings of the Board, and be responsible for correspondence as directed by the Board.
4. Officers shall be elected from the Board at that regular meeting of the Board which immediately follows the annual town elections. 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 of the Board shall be held at the Library on the second Monday of the month at 7:30 PM unless otherwise posted by the Board. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson or Library Director whenever he/she cannot attend a meeting.
2. Special meetings may be called by the Chairperson, or at a request of a majority of the members.
3. A quorum shall be four members.
4. All meetings of the Board shall be subject to the Commonwealth's Open Meeting Law as contained in MGL, Chapter 30A, Section 18-25. In particular, all meetings are open to the public unless held in executive session under terms of the law. The motion to hold executive sessions shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the board. A notice of all meetings will be filed with the Town Clerk along with meeting's agenda at least 48 hours in advance of the meeting date and time, not counting Saturdays, Sundays or holidays and a copy of the notice will be posted in Town Hall. All records 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; other business. With no opposition from other Board members, the chairman may deviate from the order of business on the posted meeting agenda.
6. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action by the Board. The Chairperson may vote upon and may move or second a proposal before the Board.

Article VI. Committees

Special Committees for the study of 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

The parliamentary procedures of the Board shall be governed by applicable laws, these bylaws, custom and the latest edition of Robert's Rules of Order.

Article IX. 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 that a motion presenting the amendment was duly made and seconded at the previous regular meeting.

Article X. Inconsistent Provisions

To the extent that any provision of these By-Laws is inconsistent with any provision of Massachusetts General Laws or the Scituate Home Rule Charter, the Massachusetts General Laws or the 1999 Code of By-Laws, as the case may be, shall govern.