

Bylaws of the Board of Trustees of the Medford Public Library

August 21, 2017

Article I: Name and Purpose

This organization shall be called “The Board of Trustees of the Medford Public Library” existing by virtue of the provisions of the Massachusetts General Laws (Chapter 78¹ and 43²) and Medford City Ordinances (Section 2-241-Membership; duties. Section 2-242-Appointment; term.)

Article II: Constituency Served

The Medford Public Library serves the residents of the city of Medford. Medford is a member of the Minuteman Library Network which provides reciprocal sharing services to patrons of participating area libraries. Borrowing privileges are available to residents that live in a Massachusetts town or city with a certified library.

Article III: Board Membership

Section 1. Appointments and Terms of Office. The Board will consist of 5 members appointed for 3 year terms by the Mayor and 1 ex officio member, the library director³.

The board of directors of the Friends of the Medford Public Library will be invited to elect a liaison to attend the meetings of the Board of Trustees.

Section 2. Stipends. Members shall each receive annually the sum set for Trustees of the Library: Chair \$700, Secretary \$900, Other Members \$600.

Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. The Mayor will be asked to name a replacement for any member who has three unexcused absences.

Section 4. Resignation. Any member may resign by written instrument delivered to the Mayor and the secretary of the Board of Trustees. Said resignation shall be effective upon its presentation to the Board of Trustees by the secretary at the next meeting of the Board at which there is a quorum.

Article IV: Officers

Section 1. The officers shall be a chair, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office on the Board of Trustees at a time. A vacancy in an office shall be filled by vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Section 2. Officers shall serve a term of three years from the annual meeting at which they are elected.

Section 3. The chair shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

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Article IV: Officers (continued)

Section 4. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 5. The treasurer shall review and sign all expenditures of the library as well as review and sign for the acceptance of all major gifts to the Library once they are approved by the Board.

Article V. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month on the 3rd Monday of the month. The date and hour of said meetings shall be set by the Board at its annual meeting. If there is a change in meeting dates the change will be sent to the city clerk (who will post the notice at City Hall, and notify the Mayor, the City Council and the media). The change in date will also be posted on the city of Medford's on-line calendar. Changes must be posted at least 48 hours before the meeting excluding Saturdays, Sundays and legal holidays.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in September of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting; and indicate all subject matters intended for consideration at the meeting.

Section 4. Special Meetings. Special meetings may be called at the direction of the chair or director of the Library, for the transaction of business as stated in the call for the meeting. Except in case of emergency, at least 48 hours of notice shall be given before the meeting takes place.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall exist when 4 of the 6 member of the Board (this includes the Library Director) are present in person.

Section 6. Open Meetings Law Compliance. All Board meetings and all committee meetings will be held in compliance with the Massachusetts Open Meetings Law (M.G.L. Chapter 39)

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article VI. Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special issues will be appointed by the chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 2. Committees shall only have advisory powers.

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Article VII. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Medford Public Library is vested in the Board of Trustees for the care, control and management of the Library. Subject to city, state, and federal laws, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall collaborate with the Mayor to select, appoint, and supervise a properly certified and competent library director. The library director will keep the Board informed of the staffing needs of the library and progress in posting and hiring new employees.

Section 3. The Board shall review and approve all budget requests to the Mayor and City Council and work to ensure that adequate funds are provided to finance library operations.

Section 4. All expenditures on behalf of the library shall be reviewed and approved by the Board of Trustees. Acceptances of all major gifts on behalf of the library are subject to review and acceptance by the Board of Trustees.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall review and approve any required annual reports to the Massachusetts Board of Library Commissioners, City Council, Mayor, and/or any other governing body.

Section 9. At least annually the Board shall approve the hours of operation and the schedule of holiday closures.

Article VIII. Conflict of Interest

In accordance with the provisions of Massachusetts General Laws, Chapter 268A, Board Members:

1. May not in their private capacity negotiate, bid for, or enter into a contract with the Medford Public Library in which they have a direct or indirect financial interest.
2. Shall withdraw from Board discussion and deliberations, and shall not vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.
3. May not receive anything of value that could reasonably be expected to influence his or her vote or other official action.
4. Must disclose in writing to the Board any possible conflict of interest.

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Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.

Section 2. These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, provided that amendment was stated at the previous meeting or was sent to members at least thirty days prior to the vote.

Section 3. Any motion dealing with policy or regulation must be continued over for final decision at a subsequent meeting.

Footnotes

¹ Chapter 78, sections 10, 11, and 12 refer to the role of Trustees in the operation of libraries

² Chapter 43B refers to the creation of a city charter – see below link
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter43B>

³ See link on ex officio members from Roberts Rules