

**Bylaws**  
**Walpole Public Library**  
**Library Board of Trustees**

**Article I.**

**Name and authorization**

The name of this organization is the Library Board of Trustees of the Walpole Public Library, existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the Massachusetts General Laws (MGL) and the Charter of the Town of Walpole.

**Article II.**

**Membership**

1. The Board shall be composed of five members, two or one of whom shall be elected each year at the Annual Spring Elections, as provided for in the Charter of the Town of Walpole. 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 filled by joint majority vote of the Library Board of Trustees and the Board of Selectmen in accordance with the MGL , Chapter 41, Section 11. The vacancy will be filled in a timely manner, but within 60 days, unless extenuating circumstances exist.
4. Any member who fails to attend four 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 for 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 this 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 the Charter of the town of Walpole 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 moneys 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 Board shall appoint a qualified Library Director who 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 and supervision of personnel, selections of books and other materials, maintenance of library

collections, expenditures 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 MGL, Chapter 78, Section 33.
4. The Board shall execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78, Section 34.

#### **Article IV.**

##### **Officers**

1. The officers of the Board shall be a Chairperson, a Treasurer, and a Secretary.
2. The Chairperson shall conduct all meetings, appoint all committees, serve as the official representative of the Board, and fulfill all legal functions on behalf of the Board.
3. In the absence of the Chairperson, his or her designee shall perform the duties of the Chairperson.
4. The Library Director shall post all meetings as required by law. The Secretary will keep a true record of all meetings of the Board, and be responsible for correspondence as directed by the Board.
5. Officers shall be elected by the Board at the regular June meeting of the Board. 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 shall be held at the Library on the third Tuesday of each month beginning at 7:00 pm, except as otherwise arranged by the Chairperson. Regular attendance is expected. A Trustee is expected to give advance notice whenever he/she cannot attend a meeting.
2. Special meetings may be called by the Chairperson, or at the request of a majority of members.
3. A quorum shall be three members. In the event that only three Board members are present for a meeting, all votes at that meeting must be unanimous or otherwise tabled to the next meeting of the Board.
4. All meetings of the Board shall be subject to the Commonwealth of Massachusetts' Open Meeting Law as contained in the MGL, Chapter 30A, Section 20 - 22. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk at least 48 hours in advance of the meeting date and time, and a copy of the notice will be posted in the Town Hall. All records of minutes 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; and other business as deemed necessary by the Chairperson.

## **Article VI.**

### **Liaisons**

1. The following Liaisons are appointed by the Chairperson: Finance Committee, Friends of the Library, Endowment Trustees, Building, and Personnel and any other liaisons that may become necessary.
2. Committees for the study and investigation of special problems of 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**

Except as provided for in these Bylaws, the current edition of Robert's Rules of Order shall govern.

## **Article IX.**

### **Amendments**

These bylaws may be amended at any regular meeting of the board with a quorum present, by a vote of the Board, providing that a motion presenting the amendment was made and seconded at the previous regular meeting.

## **Article X.**

### **Inconsistent Provisions and Severability**

To the extent that any provision of these Bylaws is inconsistent with any provision of the Massachusetts General Laws or the Town Bylaws of Charter, the Massachusetts General Laws or the Town Bylaws of Charter, as the case may be, shall govern. In the event any article or section, subsection of provision of any article of the Bylaws shall be held to be unconstitutional or invalid, such invalidity shall not affect the validity of constitutionality of any other article or any other section, subsection or provision.

Approved: January 30, 2014