

FALMOUTH PUBLIC LIBRARY
BOARD OF TRUSTEES
300 Main Street
Falmouth Massachusetts 02540
508-457-2555

FALMOUTH BOARD OF LIBRARY TRUSTEES BYLAWS

Article I.

This body shall be called the Board of Library Trustees of the Town of Falmouth. It is established under the provisions of the Town Charter, section C4-5, and exercises the powers and authority and assumes the responsibilities provided by the Charter and the Massachusetts General Laws.

Article II. Trustees

Section 1.

This body shall be composed of seven (7) members elected by the voters, as provided by The Charter.

Section 2. Term of Office

The term of office of Library Trustees shall be three (3) years with staggered terms, as provided by The Charter.

Section 3. Resignation

Any trustee may resign by written notice filed with the Chairperson or Secretary and with the Board of Selectmen. The Board of Selectmen and the Board of Library Trustees shall fill any vacancy as provided in General Laws, Chapter 41, section 11.

Members are expected to attend meetings faithfully. The Chairperson shall at his/her discretion require a letter of intent regarding Board participation and membership from a member who has multiple consecutive absences without good cause.

Article III. Officers

Section 1. Officers

The officers of shall be elected by the Board at the first meeting to follow the Town Election. They shall hold office until the next Town Election and until their respective successors have been chosen.

Section 2. Duties of the Chairperson

The duties of the Chairperson shall be to preside at all meetings of the Board, to call any special meetings of the Board, and to serve ex-officio on all committees of the Board.

Section 3. Duties of the Vice Chairperson

The duties of the Vice Chairperson shall be to perform the duties of the Chairperson at his/her request or in his/her absence.

Section 4. Duties of the Secretary

The duties of the Secretary shall be to keep a true and accurate record of all meetings of the Board, to see that due notice is issued for all regular and special meetings and perform other correspondence and duties as are generally associated with that office.

Section 5. Duties of the Treasurer

The duties of the Treasurer shall be to maintain Trustee accounts in accordance with recommendations of the full Board and to report quarterly to them on said matters.

Article IV. Library Director and Staff

The Library Director shall be appointed by the Board of Library Trustees. The Director shall be the chief administrative officer and manager of the Library. The Director shall select and appoint or remove other employees in accordance with town regulations. The Library Director shall appoint an Assistant Director with the approval of the Board and shall be responsible for the appointment of all other staff.

Section 1. Order of Business

The order of business at regular meetings shall ordinarily be as follows:

- Call to order
- Adoption of agenda as proposed or amended
- Approval of minutes
- Public statements: anyone other than Town officers or Library Staff shall arrange with the Chair, or his/her designee, for an opportunity to speak before the Board at this time. As a courtesy only, the meetings shall be opened at this time for brief public statements.
- Other business

Section 2. Open Meeting Law

All meetings of the Board and of any committee or sub-committee of the Board shall comply with the State's Open Meeting Law [G.L. c. 30A, § 19\(a\)](#). All meetings shall be open to the public unless in executive session in accordance with that law. All minutes of the meeting shall be available for public inspection. Adequate seating shall be provided to the public and visitors, who, at the discretion of the Chairperson, may be invited to be seated with the Board.

Article V. The Duties/Responsibilities of the Board

1. To engage in the on-going planning process which assesses the needs of the Library and the role of the library in the community and provides oversight to see that these needs are met.
2. To select, and make an evaluation of, a competent Library Director.

3. To establish a written policy for the selection and disposal 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 by GL Chapter 78, section 33.
4. To determine, in consultation with the Library Director, policies for the Library and to maintain a record of those policies.
5. To advise the Director in the preparation of the library budget, approve the final budget submission, participate in its presentation to Town Boards and officials and actively support its adoption by Town Meeting.
6. To monitor the maintenance of the Library buildings, grounds, and equipment, in cooperation with the Director, and regularly review facility needs to see that all requirements of the Library's programs are met.
7. To speak and act as an advocate for the Library in the community and participate in an active public relations program.
8. To study and support legislation which will benefit the Library and the larger library community of which it is a part.
9. To provide a forum for public participation in policies and planning for the library.

Article VI. Amendments

These bylaws may be amended at any regular meeting of the Board of Trustees by a majority of members present, provided that a motion representing the proposed amendment was made and seconded at the preceding regular meeting.
