

SHREWSBURY PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES BYLAWS

**Article I. GENERAL PROVISIONS**

**Section I.1** This organization shall be called “The Board of Trustees of the Shrewsbury Public Library” existing by virtue of the provisions of Chapter 78 of the General Laws of the state of Massachusetts, and exercising the powers and authority and assuming the responsibilities thus delegated.

**Article II. OFFICERS**

**Section II.1** There are nine (9) Trustees, each serving for a term of three years. The voters of the Town elect three at the annual town election in May.

**Section II.2** The Chairperson is the presiding officer. The Chairperson shall appoint all committees, call all special meetings, and represent the Board at Town affairs. As executive officer of the Board, the Chairperson shall keep in touch with other Board members and the Library Director to assist in any way possible and to see that policies established by the Board are carried out. The Chairperson approves the Trustee Meeting Agenda, presents all correspondence for the board and notifies members of upcoming meetings. The Chairperson shall at least annually request a report on the activities and plans of any Library support groups.

**Section II.3** The Vice-Chairperson takes the place of the Chairperson when the latter is unable to carry out her/his duties.

**Section II.4** The Secretary is required to post all meetings and sub-committee meetings in accordance with the Requirements of the Open meeting law, and record and post the minutes of all Trustee Meetings.

**Section II.5** The schedule of bills shall be reviewed and signed by five Board members before being submitted to the Town.

**Article III. MEETINGS**

**Section III.1** Regular monthly meetings shall be held on the fourth Tuesday of each month unless otherwise designated. Meetings shall be posted at the Town Hall and the Library.

**Section III.2** A quorum shall consist of a simple majority of the Board of Trustees.

**Section III.3** Officers shall be elected at the meeting following the annual Town elections in May. All officers serve for a term of one year, with a maximum of five consecutive terms.

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**Section III.4** Special meetings shall be called by the Chairperson and posted by the Secretary. Special meetings may be also called upon written request submitted to the Secretary by three members of the Board. The reason for the special meeting shall be specified.

**Section III.5** Meeting Agendas and related materials shall be mailed to the Board members at least two days before the meeting.

**Article IV. COMMITTEES**

**Section IV.1** All committees, both standing and ad hoc, shall be appointed by the Chairperson, with the approval of the Board, and shall be advisory to the Library Director.

**Section IV.2 STANDING COMMITTEES**

**(a) FACILITY & EQUIPMENT COMMITTEE:** This committee shall concern itself with the general care of the Library buildings and grounds'; recommend needed repairs and improvements; and, represent the Board on matters pertaining to these areas. The Committee shall keep in touch with the Library Director and assist in an advisory capacity on all building and grounds matters.

**(b) PERSONNEL COMMITTEE:** This committee is an ad hoc committee to serve in the following situations:

- 1) Develop a recommended search process for the hiring of the library Director and submit such recommendation to the full board for consideration
- 2) One member of this subcommittee shall serve of the search committee for the Assistant Library Director.
- 3) The Committee shall hear appeals of grievance decisions made by the Library Director, which fall outside the prevue of the Town personnel Policy.

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**Section IV.3** AD HOC COMMITTEES:

- (a) The Chairperson will appoint ad hoc committees as needed. These may include library building development, bylaws or other necessary committees.

**Article V. DUTIES OF TRUSTEES**

**Section V.1** To secure adequate funds for the operation of the Library. These may include Town appropriations; endowments; donations from groups, individuals or business organizations.

Section V.2 To hire a capably trained Library Director. Standards adopted by the national and state Library Associations should be adhered to as much as possible in the selection of a Library Director.

Section V.3 To develop and execute a contract with the library Director, in accordance with the Town Personnel by-law.

**Section V.4** To determine policies on programs, services and function of the Library. . The actual carrying out of policies should be entrusted to the Library Director.

Section V.5 To review and approve the annual Library Budget Request before it is submitted to the Town Manager.

Section V.6 To approve expenditure of all Library funds.

Section V.7 To accept and acknowledge gifts to the Library.

Section V.8 To take an active interest in the improvement of all libraries. This may mean support of library legislation on a local, state or national level.

**Section V.9** To set a good example by adhering to established Library rules, and not to take advantage of their position. No Trustee shall presume to speak for the Board without prior consultation with the Board.

**Section V.10** To familiarize themselves with projects and procedures in other libraries; attend meetings of various library organizations', and, to have membership in some library organization.

**Section V.11** To attend Board meetings regularly; to notify the Chairperson or the Secretary of unavoidable absence. If a longer absence appears necessary, a resignation may be requested by a majority vote of the Board of Trustees, so that the Board can function at full capacity.

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**Section V.12** To support the Library's service programs and promote good public relations for the Library.

**Article VI. LIBRARY DIRECTOR**

**Section VI.1** The Library Director is the executive officer of the Library and shall have complete charge of the administration of the Library and of all its functions under the direction and review of the Board of Trustees.

**Section VI.2** The Library Director shall be held responsible for the care of the buildings, equipment and furnishings of the Library; for the employment and direction of the staff; for the Library's program and efficiency serving the public; for the operation of the Library under the financial conditions established in the annual budget.

**Section VI.3** The Library Director shall attend all Board meetings and submit a monthly report of Library activities.

**Section VI.4** The Library Director should act as a technical advisor to the Board and should make recommendations for improving and expanding library services.

**Section VI.5** The Library Director shall hire all library staff members.

**Section VI.6** The Library Director shall receive all grievances from employees and act in accordance with the Town Personnel Bylaws, and submit all appeals to the Board of Library Trustees.

**Section VI.7** The Library Director should prepare the annual budget in consultation with the Board of Trustees, and within the timeframes established by the Town Manager.

**Section VI.8** The Library Director should submit an annual report for the Annual Town Report.

**Section VI.9** The Library Director should oversee the selection and purchasing of all materials and supplies, assuring compliance to all local and state procurement laws.

**Section VI.10** The Library Director should be responsible for a public relations program.

**Article VII. ORDER OF BUSINESS AT TRUSTEE MEETINGS**

**Section VII.1** Trustee meetings shall proceed in the following order

- (a) Approval of bills--bills must be signed by a majority of the Trustees.
- (b) Call to order

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- (c) Approve minutes of previous meeting
- (d) Monthly report of the Library Director
- (e) Financial & Legislative
- (f) Building Project
- (g) Programs and Services
- (h) Policy
- (i) Gifts & Grants
- (j) Facility & Equipment
- (k) Personnel
- (l) Miscellaneous
- (m) Reading of correspondence
- (n) Adjournment

**Section VII.2** By a majority vote of the Trustee Board, the agenda items and order may be adjusted, as business requires.

**Article VIII. AMENDMENTS**

**Section VIII.1** Amendments to these bylaws must be submitted in writing to all Trustees at a regularly scheduled meeting, but may become effective only after a majority of the Board has approved the change at a subsequent meeting.

**Section VIII.2** These bylaws should be reviewed and revised as needed, but at least every three to five years.

**Article IX. PARLIAMENTARY RULES**

Section IX.1 Robert’s Rules of Order shall govern the parliamentary procedure of all Board meetings.

**Article X. GENERAL POLICIES**

**Section X.1** For assistance in carrying out their duties of trust and as elected officers, reference should be made to “Massachusetts Library Trustee Handbook” available online at [http://mblc.state.ma.us/advisory/trustees/trustees\\_handbook](http://mblc.state.ma.us/advisory/trustees/trustees_handbook). This resource clarifies innumerable problems and can be of great assistance to library trustees.