**By-Laws of the Board of Trustees**

**of the Leominster Public Library**

**Article I – Establishment and Purpose**

The Board of Trustees of the Leominster Public Library is established under Article XII of the city ordinance on administration (Sections 2-47 through 2-50).

The purpose of the Board is to act as the governing body of the Library to ensure that the latter fulfills its responsibilities to provide effective services to meet the informational, educational, and recreational needs of the community. The Board represents the community as a whole in setting goals and objectives to meet these needs and in obtaining adequate facilities, staffing, and funding to implement the necessary programs and services.

The Board shall have the custody and management of the Library and Reading Room and all property owned by the city relating thereto and may expend for Library purposes such money as the city council may appropriate.

**Article II – Members and Officers**

**Section I.** The Board shall consist of six persons appointed by the Mayor and subject to the confirmation of the City Council, who shall serve without compensation

**Section II.** On or before the first Monday in February of each year the Mayor shall appoint two trustees to serve for threes years from that date or until their successors are appointed and qualified. Vacancies for non-expired terms will be filled by appointment by the Mayor and confirmation by City Council for the balance of that term.

**Section III.** The Board shall organize in February of each year by choosing by ballot from its membership a chairman, vice-chairman, and secretary.

1. The chairman shall preside at all meetings of the Board, authorize call for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office
2. The vice-chairman shall assume the duties of the chairman in the latter’s absence
3. The secretary has the responsibility for seeing that accurate records are kept of all meetings and shall perform such other duties as are generally associated with that office.

**Article III – Meetings**

**Section I.** Unless the chairman makes an exception, the regular meetings of the Board shall be held each month, the date and hour of which will be set by the Board at its February organizational meeting.

**Section II.** The agenda for meetings will be prepared by the Library Director in consultation with the chairman and emailed to Board members in advance of the meeting. Board members may bring up any items not on the written agenda during the appropriate part of the meeting.

**Section III.** Special meetings may be called at the direction of the chairman or at the request of two members for the transaction of business as stated in the call for the meeting.

**Section IV.** A quorum for the transaction of business at any meeting shall be four members present.

**Section V.** Conduct of meetings shall be governed by Robert’s Rules of Order.

**Section VI.** An affirmative vote of the majority of members present at the time shall be necessary to approve any action of the Board. The Chairman may vote upon and may move or second proposal before the Board.

**Article IV – Board Responsibilities**

The duties and responsibilities of the Board include:

1. Employing a competent and qualified director
2. Determining and adopting written policies to govern the operation and programs of the Library
3. Knowing the Library’s programs and needs of the Library in relation to the community; keeping abreast of Library standards and trends; planning and carrying out the Library programs; and securing adequate funding for those programs
4. Approving the annual budget and presenting it to city officials
5. Knowing applicable local and state laws and actively supporting Library legislation in the state and nation
6. Attending all Board meetings
7. Administering trust funds in accordance with the provisions for same
8. Reporting regularly to city officials and the general public

**Article V – Director’s Responsibilities**

The duties and responsibilities of the Director include:

1. Acting as technical advisor to the Board; recommending policies for Board action; recommending employment of all personnel and supervising their work
2. Carrying out the policies of the Library as adopted by the Board
3. Suggesting and carrying out plans for extending Library services
4. Supervising the day-to-day operation of Library programs, facilities, and services
5. Cooperating with the Board to plan and carry out the Library programs
6. Preparing an annual budget of the Library in consultation with the Board and giving current expenditure reports at the Board meetings
7. Selecting and ordering all Library materials, supplies, and equipment
8. Attending all Board meetings other than those at which his/her salary or tenure are discussed
9. Reporting regularly to the Board, city officials, and general public

**Article VI – Amendment**

The by-laws may be amended by a majority vote of all members of the Board present, provided the proposed amendments have been read a previous meeting.

Adopted 5/20/1985