

## BYLAWS OF THE LIBRARY TRUSTEES OF CHELMSFORD

### AUTHORIZATION

The establishment of the Library Trustees (called the "Board" hereafter) is authorized by the General Laws of Massachusetts, Chapter 78, Sections 7-12.

### COMPOSITION OF THE BOARD

According to the Town Charter, Section 3-7 (a):

There shall be seven (7) members of the Board, elected by the voters of Chelmsford. The terms of office of the Trustees shall be for three (3) years, so arranged that the terms of as nearly an equal number of members as possible expire each year. All trustees serve without monetary compensation

According to the Town Charter, Section 3-1, (c), any vacancy in office shall be filled in the manner provided by the Massachusetts General Law, Chapter 41, as follows:

Replacement of a member shall be by selection at a joint meeting of the remaining Trustees and the Board of Selectmen. Such a replacement member shall serve until the next Town election, in accordance with the Bylaws of the Town of Chelmsford.

### DUTIES OF THE TRUSTEES

According to the Massachusetts General Laws, Chapter 7, Section 163:

In accordance with the Massachusetts General Laws, Chapter 78, Sections 11 and 12, "the Board shall have custody and management of the library and reading room and all property owned by the Town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the Board, and all the money or property which the town may receive by gift or bequest for said library and reading room shall be administered by the board in accordance with the provisions of such gift or bequest."

The Trustees, with the Library Director shall administer all bequests, endowments and trust funds which have accrued to the Library.

Any member who fails to attend 3 consecutive regularly scheduled Board meetings will receive a letter from the Chair requesting that he/she resign from the Board. Copies of the letter shall be included in the minutes of the board. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the Board.

There shall be no limitations on terms of service.

## 1.0 MEETINGS

1. Meetings shall be held monthly on a time and day agreed to by the members of the Board.
2. All meetings shall be open to the public as required under the provisions of Massachusetts Open Meeting Law.
3. A quorum shall consist of a simple majority of the members of the Board.
4. Meetings shall operate under Roberts Rules of Order, if requested.
5. There shall be a Chairman, Vice-Chairman, Secretary, and Treasurer elected annually at the first meeting after the annual election. A member of the library staff shall serve as Recording Secretary.
6. Special meetings may be called by the Chairman or upon request of three (3) Trustees to transact business stated in the call for that meeting.
7. Standing or ad hoc committees shall be created at the discretion of the Chair. Meetings of subcommittees are also official meetings and shall be posted and open to the public.

## 2.0 DUTIES OF THE OFFICERS

1. The Chairman shall preside at all meetings and may call Special Meetings as described above.
2. In the Chairman's absence, the Vice-Chairman shall preside.
3. The Recording Secretary shall:
  - (a) Keep an accurate record of all proceedings.
  - (b) Have custody of all records and minutes of the Board.
  - (c) Post notices of all meetings as required under town and state provisions.
4. The Secretary shall attend to general correspondence
5. The Treasurer shall work with the Library Director to develop a budget, serve as liaison to the Chelmsford Town Treasurer and supervise the submission of the Trust Fund reports to the Trustees. The Treasurer does not have signing authority on library warrants, that authority is delegated to the library director or the assistant director. Only the Town Treasurer has direct access to Library Accounts.

## 3.0 DECISIONS AND POLICIES

Official decisions and policy statements of the Board shall be issued only after consultation among the Board and establishment of a consensus at a meeting.

#### 4.0 COLLECTIVE AUTHORITY OF THE BOARD OF TRUSTEES

All decisions of the Board shall be made by the Board as a collective body. No individual member may make decisions, act or speak for the Board unless specifically authorized to do so by vote of the Board.

#### 5.0 RESPONSIBILITIES AND RELATIONSHIPS OF THE DIRECTOR

1. The Director shall execute the decisions and policies of the Board and shall have sole charge of the operation of the Library under the direction and review of the Board. The Director shall be responsible to the Board for the care of the buildings and equipment, for the efficiency of the Library's service to the public, for the operation of the Library under the conditions set forth in the annual budget and for the direction of the staff. The Director shall attend all Board meetings except when otherwise excused by the Board.
2. Major expenditures should be approved by the Board and expended in accordance with the Endowment and Investment Policy of the Chelmsford Public Library.

#### 6.0 METHOD OF AMENDMENT OF THE BYLAWS

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the total membership, provided notification in writing of the proposed amendment was sent to each member a month in advance of the meeting. Proposed amendments may be transmitted by mail or electronically. Bylaws shall be reviewed annually at the April meeting.

#### 7.0 ORDER OF BUSINESS FOR REGULAR MEETINGS

1. There shall be an agenda for each meeting which should be received by each Trustee in advance of each monthly meeting.
2. Each meeting shall include a period for public comment.

#### 8.0 LIABILITY OF LIBRARY TRUSTEES

The Library Trustees are indemnified under the provisions of the Town's public official's liability insurance policy. Library Trustees, like other Town Officials, can be named in a lawsuit. However, the Town indemnifies and defends the Library Trustees in their official capacity. A Library Trustee or any Town Official can have personal liability for civil rights violations for inappropriate personal behavior.

**Approved by the Library Trustees  
January 20, 1993. Approved May 8, 2015**