

TRUSTEES' HANDBOOK—BYLAWS BOXFORD TOWN LIBRARY

Adopted March 18, 1966

Article I – Legal Basis

The Trustees of the Boxford Town Library have been established as a town agency, by a vote of a special town meeting on November 17, 1965, under Section 10 of Chapter 78 of the General laws of the Commonwealth of Massachusetts.

Article II – Purpose

The Trustees of the Boxford Town Library as thus established are charged with providing public library service to residents of the entire town, within such budgetary provisions as may be voted by the town.

Article III – Powers

Section 1. The Trustees of the Boxford Town Library have by vote of town meeting, full power to negotiate and conclude on behalf of the town appropriate contractual arrangements with libraries of library associations upon terms mutually satisfactory and acceptable for the maintenance, operation, and use of the library premises, library materials collections and other library facilities belonging to the said libraries or associations, or make any other arrangements appropriate and necessary for the provision of public library service to the town as a whole, subject always to the availability of budgetary provision for the same as voted by the town.

Section 2. The Trustees of the Boxford Town Library have full authority also to appoint and dismiss the Boxford Library Director in accordance with the duly negotiated personal services contract agreed upon and entered into by both the library Director and the Trustees and such assistants and employees as may be necessary, including the fixing of the remuneration of the same, subject always to the availability of budgetary provision for the same as voted by the town.

Section 3. The Trustees of the Boxford Town Library have power to make all rules and regulations necessary to the provision of public library service in Boxford.

Article IV – Officers

Section 1. Officers the officers shall be a Chair, a Vice Chair, and a Secretary, and they shall hold offices until their successors have been duly qualified. The Town Treasurer serves as ex officio as Treasurer of the Trustees. These officers shall perform the duties usually pertaining to their respective offices.

Section 2. Executive Committee There shall be an Executive Committee consisting of the Chair, Vice Chair, and the Library Director.

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Section 3. Committees The Chair shall appoint all Standing Committees and Special Committees.

Article V – Committees

Section 1. Standing Committees The Chair shall appoint the following standing committees: Buildings and Grounds, Fundraising, Special Events, and Policy Review.

Section 2. Special Committees The Chair shall appoint special committees when and as necessary and may include in the membership thereof individuals other than the elected Town Library Trustees if desirable. The Chair shall set the area of competence of each special committee, subject to the approval of the Trustees.

Article VI – Duties of Standing Committees

Section 1. Executive Committee The Executive Committee shall have the power to act in representation of and on behalf of the Trustees, between meetings of the Trustees, subject to confirmation of their acts by the next regular meeting of the Trustees.

Section 2. Fundraising Committee The fundraising committee shall serve in an advisory capacity to the Trustees in respect to all fundraising efforts that raise funds to complement the budgetary provision voted by the town.

Section 3. Special Events The special events committee will serve in an advisory capacity to the Trustees in respect to special events planning and execution of said events.

Section 4. Buildings and Grounds Committee The Buildings and Grounds Committee shall care for the maintenance and upkeep of the physical premises for which the Trustees have responsibility, both in direct capacity in their own right and also in a fiduciary capacity as a result of contractual agreements entered into by the Trustees.

Section 5. Policy Review The policy review committee will serve in an advisory capacity to the Trustees in respect to the creation and review of all rules and regulations necessary to the provision of public library service in Boxford. The Policy Review committee reviews these By-Laws once every five years or as deemed necessary by the Trustees.

Article VII – The Library Director

Section 1. Appointment The Trustees of the Boxford Town Library shall appoint the Library Director and fix the remuneration for the position subject always to the availability of budgetary provision for the same as voted by the town.. The Library Director shall serve at the pleasure of the Trustees.

Section 2. Duties The Library Director shall serve as the chief executive officer for the Trustees and shall attend all meetings of the Trustees except those in executive session. The Trustees

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shall delegate to the Library Director the daily administration and operation of the public library service for Boxford and shall hold the Library Director accountable for an effective performance of this administration and operating responsibility. The Library Director shall be the professional library advisor of the Town Library Trustees. A full job Description detailing all aspects of the Library Director position will be kept on file with the Assistant Town Administrator.

Section 3. Reports The Library Director shall submit a report monthly to the Trustees at the regular meeting each month and such special reports as requested by the Trustees.

Article VIII – Meetings

Section 1. Annual Meeting The annual meeting shall be held in June each year, as early as convenient following the annual town elections for the purpose of organizing the Trustees.

Section 2. Regular Meetings The Trustees shall hold regular monthly meetings on the second Monday of the month from September through June in each year-

Section 3. Special Meetings Special Meetings of the Trustees may be called at the request of the Chair or a majority of the Trustees.

Section 4. Quorum Four of the seven elected Trustees present shall constitute a quorum for the transaction of business.

Article IX – Official and Fiscal Terms

Section 1. Official Year The official year shall be from one annual town election to the next.

Section 2. Fiscal Year The fiscal year shall be July 1 through June 30, unless the fiscal year of the Town of Boxford is not otherwise.

Article X - Amendments

Any amendment to these By-Laws is to be reviewed by the Policy Review committee prior to ratification by the Trustees.

Amendments to these By-Laws may be effected by a two-thirds vote of the Trustees at any regular meeting or special meeting, provided that notice of the proposed change or changes has been sent in writing to each Trustee at least fourteen days prior to such meeting.

Any By-Law may be suspended by a two-thirds vote of those present at any regular or special meeting, subject to reporting thereon and confirmation thereof at the next regular meeting of the Trustees.

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