

Board of Library Trustees

Wareham Free Library

Agenda, January 17, 2019, 5:30pm

- I. Call to Order
- II. Announcements
- III. Public Comment
- IV. Report: Friends and Foundation
- V. Review of Minutes
- VI. Correspondence
- VII. Old Business
 - A. By-laws vote
 - B. Yearly Staff Celebration dinner: Saturday, January 26, 2pm
 - C. Collection Development Policy
- VIII. New Business
 - A. Policy for Proctoring Exams at the WFL
- IX. Director's Report
- X. Trustee Matters
- XI. Next Meeting: February 21, 2019, 5:30pm
- XII. Adjournment

Calendar of Meetings

February 21, 2019	May 16, 2019
March 21, 2019	June 20, 2019
April 18, 2019	July 18, 2019

Monthly meetings are held in the conference room at the Wareham Free Library.

BOARD OF LIBRARY TRUSTEES BY-LAWS
OF THE WAREHAM FREE LIBRARY

ARTICLE I NAME AND LEGAL AUTHORITY

This organization shall be called The Board of Library Trustees of the Wareham Free Library existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the General Laws of Massachusetts, and the charter of the town of Wareham. The Wareham Free Library will be hereafter referred to as “the Library.” The Board of Library Trustees will be hereafter referred to as “the Board” or “BoLT.”

ARTICLE II MISSION

The Wareham Free Library is a welcoming place that stimulates people’s imaginations by fostering and supporting literacy through programming as well as providing resources for children and adults. The Board supports the vision of the Library Director and the library’s objectives and strategic goals while working with other supporting organizations and municipal entities. This organization will benefit the communities in a number of ways, providing access to cultural resources, serving as a location for meetings and events, and serving Wareham’s diverse population.

ARTICLE III MEMBERSHIP

Section 1. Number and Qualifications

The governing body of the Library shall be composed of nine members who shall be residents and registered voters of the Town of Wareham. In addition, each member must hold a current library card and be a library patron in good standing.

Section 2. Terms of Office

Trustees are appointed by the Wareham Board of Selectmen. Prospective trustees should attend three board meetings, be interviewed by the board, and complete the volunteer worksheet available on the Town website. Application paperwork for service to the Board is submitted to the Town Clerk’s office or to the Chairperson of the Board. Upon a vote of recommendation, the Board will submit the application to the Board of Selectmen. The Board of Selectmen will review the application, then schedule an interview and a vote for appointment at a regular meeting. After appointment, the applicant must complete the ethics course required of all volunteers serving boards in the town of Wareham, fill out appropriate paperwork, and be sworn in at the Town Clerk’s office.

The terms of the members of the Board shall be three years. With a vote of the Board, any trustee in good standing may serve a second three year term by requesting re-appointment by the Wareham Board of Selectmen. While it is recommended that trustees step down for a year before serving additional terms, it is not required. The Board may vote to allow additional terms at its discretion.

Any vacancy of the Board shall be filled by following the above actions for the new or unexpired term of the Trustee whose vacancy is being filled.

Section 3. Resignations

Any member of the Board may resign by written notice filed with the Chairperson or Secretary, and the Board of Selectmen.

Section 4. Participation Requirement

Any member of the Board who is absent for three consecutive meetings without the knowledge and approval of the Chair will be contacted by the Chair to determine his or her interest in continuing as a board member. Any member who is absent for four consecutive meetings or for fifty or more percent of the meetings in a calendar year without the approval of the Chair can be asked to resign through a vote by the board.

In the event of illness or other extenuating circumstances, exceptions to this provision may be made.

ARTICLE IV OFFICERS AND DUTIES

Section 1. Collective Authority of the Board

All decisions of the Board are 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 a vote of the Board. By previous approval and a vote of the Board, the Chairperson may approve routine business between meetings on the Board's behalf. The Chairperson is responsible for reporting any action taken by him or her at the next meeting of the Board.

The Board is responsible for setting policy for the Library, adding and revising particular policies and practices to insure that the Library is in compliance with its strategic plan, with town law, and with the Massachusetts Board of Library Commissioners, the library certification body for the state of Massachusetts.

Section 2. Officers and Duties

The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary. The term of each office shall be one year, usually from June through May. An officer shall hold office until his or her respective successor is elected during the June meeting. Officers may be elected throughout the year if made necessary by a vacancy, with their terms ending in June. There is no set limit for the number of terms for serving as an officer, but consideration should be given to continuity and sharing of responsibilities.

Section 3. Duties of the Chairperson

The duties of the Chairperson are to preside at all meetings of the Board, to call special meetings of the Board, to be the public face of the Board, and to appoint or act as liaison between the Board and other groups and municipal entities. Unless otherwise requested, all communications concerning Board actions come from the Chairperson.

Section 4. Duties of the Vice-Chairperson

The duties of the Vice-Chairperson primarily are to perform the duties of the Chairperson at his or her request or absence. Additionally the Vice-Chairperson bears responsibility to assist in

carrying out the duties of the Chairperson, and should encourage other members to share in taking on Board functions. The Vice-Chairperson is responsible for seeking volunteers for office and for proposing nominees for office.

Section 5. Duties of the Secretary

The duties of the Secretary are to keep a true and accurate record of all meetings of the Board, prepare agendas at the request of the Chairperson, and disseminate minutes and correspondence to board members in a timely manner. The secretary amends minutes as directed by the vote of the Board and delivers minutes to the town of Wareham offices and the Wareham Free Library for public access.

ARTICLE V LIBRARY DIRECTOR AND RELATIONSHIP TO BOARD

The Board shall appoint members to serve on a search committee when it is necessary to find a Library Director. The Board will forward qualified and recommended candidates for Library Director to the Wareham Town Administrator.

The Director shall be the Executive and Administrative Officer of the Library on behalf of the Board and under its review and direction. The director shall select and recommend other employees and shall be responsible for the proper direction and supervision of staff, for the care and maintenance of Library property, for the selection of books and other Library materials and maintenance of the Library's materials collection in keeping with the materials selection policy adopted by the Board. The Director is responsible for creating the Library's annual budget, and presenting it to the Board for consideration.

The Library Director shall attend all Board meetings, shall provide a written monthly report to the Board, and shall advise the Board in Library matters, including the creation and updating of library policies that best serve the needs of the community.

ARTICLE VI BOARD MEETINGS

Section 1. Regular Meetings

The Board will meet on a monthly basis on a prearranged schedule as determined by the Chairperson.

The June meeting of the Board will be considered the annual meeting, at which time the election of officers will take place. The Library annual operating budget approved at Town Meeting will be reviewed with the Library Director along with its operating plan for the next fiscal year.

Board meetings are to comply with open meeting law and notice must be posted at Town Hall in compliance with Town policy.

Special meetings may be called at the discretion of the Chairperson or by official request of a majority of Trustees, the purpose for which shall be identified in the minutes of said special meeting.

Section 2. Quorum

A quorum for transaction of business shall consist of a simple majority of Trustees. Only Trustees in attendance at a meeting may cast a vote. There can be no votes taken at any meeting without a quorum.

Section 3. Order of Business

The normal Order of Business at regular meetings shall be:

- I Call to order
- II Announcements
- II Public Comment
- III Reports by the Friends and Foundation
- IV Review and Approval of minutes
- V Old business
- VI New business
- VII Director's Report
- VIII Trustee Matters
- IX Date and Time of next meeting
- X Adjournment

This order of business maybe adjusted at the discretion of the Chairperson.

Section 4. Open Meeting Law

All meetings of the Board shall be subject to the state of Massachusetts Open Meeting Law, as described in Massachusetts General Laws Chapter 39 sections 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice and agenda for all meetings, except in case of an emergency, shall be filed with the Town Clerk and sent to the town for electronic posting at least 48 hours in advance. All agendas and approved minutes for meetings shall be available to the public through the Town Clerk's office and at the Wareham Free Library.

Section 5. Robert's Rules of Order

The last revised edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board.

ARTICLE VII COMMITTEES

Section 1. Standing/temporary Committees

There are no required standing committees for the Board. Committees may be established by the Chairperson or as recommended by majority vote of the Trustees.

Section 2. Committee Appointments

The Chairperson shall appoint committees for such purposes as business of the Board may require. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. Reports

All committees shall make a progress report to the Board at each of its meetings, which report shall be noted in the minutes.

Section 4. Powers

No committee will have other than advisory powers unless the Board requests and approves specific action.

ARTIICLE VIII AMENDING THE BY-LAWS

These By-laws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided that a motion presenting the amendment was made and seconded at the preceding regular meeting. A By-laws committee, consisting of three members, shall be appointed by the Chairperson every five years to review these by-laws and make changes as needed.

Signed the ____ day of _____, year

Chair

Secretary