

**By-Laws of the Board of Trustees of the M.N. Spear Memorial Library  
Shutesbury, Massachusetts  
Approved July 2009  
Revised & Approved March 2011  
Revised & Approved October 2014**

**Article I. Mission Statement**

The M. N. Spear Memorial Library strives to provide Shutesbury residents of all ages with materials and programs to meet their education, entertainment, and information needs in an environment that fosters community. We aim to be a place where past and future are joined, not only in our collection of local historical information and technological resources, but also by bringing together community members young and old to share and learn from one another. We endeavor to help all our patrons make the most of the current technologies that can provide vital information services, as well as entertainment and cultural enrichment.

**Article II. Name and Authorization**

The name of this organization is the Board of Trustees of the M.N. Spear Memorial Library, a public library existing by virtue of the provisions of Chapter 78, D Section 10-13, and 21 of the Massachusetts General Laws (MGL), and the By-Laws of the Town of Shutesbury.

**Article III. Responsibilities**

1. The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the By-Laws of the Town of Shutesbury as regards the custody and management of the Library and of all property owned by the Town pertaining to the Library. The Board Shall be responsible for all monies appropriated by the Town for the Library and all money or property received by the Town by gift or bequest for the Library.
2. The Board shall appoint a qualified Library Director who shall be the executive and administrative office of the Library on behalf of the Board and under its review and direction. Responsibilities delegated by the Board to the Library Director shall include selection of books and other materials, maintenance of library collections, expenditure of funds with the approved budget, direction of library operations, and provision of services to the public. The Library Director shall attend all Board meetings.
3. The Board shall establish written policies governing library activities and services, including a policy for the selection of library materials and the use of library materials and facilities which is in accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.

#### **Article IV. Officers**

1. Officers of the Board shall be a Chairperson or two Co-Chairpersons, a Secretary, and a Treasurer.
2. The Chairperson shall conduct all meetings, appoint all committees, serve as the official representative of the Board, and fulfill all legal functions on behalf of the Board.
3. The Secretary shall keep a true record of all meetings of the Board. S/he shall submit a copy of approved minutes to the Town Clerk and to the person responsible for postings on the Trustees website.
4. The Treasurer will work on the library budget with the Library Director, as needed.
5. Officers shall be elected from the Board at the regular meeting of the Board at the start of the new fiscal year. The term of each office shall be one year. A vacancy in any of the officer's positions during the year shall be filled by a vote of the membership of the Board.

#### **Article V. Meetings**

1. Regular meetings shall be held monthly at the M. N. Spear Library, at a day and time designated by a vote of the board. Regular attendance is expected. A Trustee shall give the Chairperson advance notice whenever s/he cannot attend a meeting.
2. Special meetings may be called by the Chairperson or at the request of a majority of members.
3. A quorum shall be two-thirds of the number of current Board members.
4. All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. All records of meeting minutes will be available for public inspection.
5. The Chairperson shall designate a Trustee to post meetings by filing the meeting date, time, and agenda with the Town Clerk at least 48 hours (two business days) in advance of the meeting, as required by law.
6. There shall be a prepared agenda that may include: Call to order, approval of minutes of previous meetings, report of the Library Director, reports of other library staff, reports of committees, action items, and other business.
7. In absence of the Chairperson, a meeting shall be facilitated by one of the attending Trustees.

#### **Article VI. Committees**

Committees for the study and investigation of special problems or for the performance of assigned tasks may be appointed by the Chairperson. Such committees shall function as ad hoc committees and shall consider only that purpose for which they are appointed. They shall disband when their work has been completed.

## **Article VII. 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 or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

## **Article VIII. Parliamentary Rules**

Except as provided for by these By-Laws, the current edition of "Robert's Rules of Order" shall govern.

## **Article IX. Amendments**

These By-Laws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, providing that a motion presenting the amendment was duly made and seconded at the previous regular meeting.

## **Article X. Inconsistent provisions**

To the extent that any provision of these By-Laws is inconsistent with any provision of the Massachusetts General Laws or the Town By-Laws, the Massachusetts General Laws or the Town By-Laws, as the case may be, shall govern.

Signatures:

Kate Cell  
Gail Fleischaker  
Dale Houle  
Molly Moss  
Michele Regan-Ladd  
Michele Sedor