

**Bylaws of the M. N. Spear Memorial Library
Shutesbury, Massachusetts
Approved by the Trustees July, 2009
Revised March 2011
Revised September 2024**

Article I. Mission Statement

The M. N. Spear Memorial Library strives to be a community hub, providing Shutesbury residents of all ages with information services, materials and programs to meet their educational and cultural enrichment needs.

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, 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 officer 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. Membership

The Board shall consist of six elected members with one third of the membership being reelected annually.

Article V. Officers

1. The officers of the Board shall be a Chairperson, a Secretary, and a Treasurer. The Library Director is a non-voting, ex officio member of the Board.
2. The Chairperson shall conduct all meetings, appoint all committees, serve as the official representative of the Board, be responsible for all correspondence, and fulfill all legal functions on behalf of the Board.
3. In the absence of the Chairperson, the Chairperson shall appoint a Trustee to perform the duties of Chairperson.
4. The Library Director shall post all meetings as required by law.
5. The Secretary shall keep a true record of all meetings of the Board, submit a copy to the town clerk, and be responsible for correspondence as directed by the Board.
6. Officers shall be elected from the Board at that regular meeting of the Board which immediately follows the annual elections. The term of office shall be one year. In the event of a vacancy in any of the officer's positions during the year, that vacancy shall be filled by a vote of the Board.
7. The Treasurer will work, as needed, with the Library Director on the library budget.

Article VI. Meetings

1. Regular meetings shall be held monthly, typically the third Monday of the month at 7:30 pm. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever they 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 four members of the Board.
4. All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 30A, Section 20-22, or as amended. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of each meeting will be filed with the Town Clerk at least 48 hours in advance of the meeting date and time. All records of minutes of meetings will be available for public inspection.
5. There shall be a prepared agenda which shall include: Call to order, approval of minutes of previous meetings, report of the Library Director, reports of committees, action items and other business.

Article VII. Committees

Special Committees for the study and investigation of problems or for the performance of specifically 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 VIII. 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 IX. Parliamentary Rules

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

Article X. 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 XI. 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:

Michele Regan-Ladd Co-Chairperson
Kate Cell Co-Chairperson
Melanie DeSilva Secretary
Bradley Foster Treasurer
Elizabeth Murphy
Pam Ososky