

# **Medway Board of Library Trustees Bylaws**

## **Article I. NAME AND AUTHORIZATION**

The library shall be named the Medway Public Library. This organization will be called The Board of Library Trustees. It has been established under Massachusetts General Laws Ch. 78, Sec. 10-13.

## **Article II. TRUSTEES**

### **Section 1. Number and Qualifications**

The Board consists of five (5) members who are elected to staggered three-year terms in the Annual Town Election. Candidates for the office of library trustee must reside in and be registered to vote in the Town of Medway.

### **Section 2. Term of Office**

A trustee's term of office will be three (3) years.

### **Section 3. Resignation/Vacancy**

A trustee may resign by written notice filed with the Board's Chair, the Town Clerk, or the Select Board.

If a vacancy occurs, the Board will notify the Select Board in writing within one month. The Board will also recommend to the Select Board the name of an acceptable replacement. The Board may suggest a single or multiple names. The individual then selected by the majority from a roll call vote by members of both the Board and the Select Board will serve until the next Annual Town Election. (Mass. Gen. Laws Ch 41, Sec. 11).

### **Section 4. Collective Authority of the Board**

All of the Board's decisions are made as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by majority vote of the Board.

### **Section 5. Performance**

Trustees should attend every meeting. Prior notice should be given to the Chair or

Library Director when a trustee is unable to attend a meeting.

The Board establishes the right to reprimand any trustee, who, by majority vote of the Board, has been unfaithful in the performance of his/her duties as a trustee.

### **Article III. BOARD OF LIBRARY TRUSTEES**

#### **Section 1. Duties**

- A. Identify and hire a competent Library Director and conduct an annual performance evaluation consistent with procedures established by the Board.
- B. Prepare the Library Director's written employment contract in which the basic conditions of employment are described (Mass. Gen. Laws Ch. 78, Sec. 34).
- C. Assess the library's needs and its role in the Town as part of an ongoing planning process, and direct library growth and development to meet those needs.
- D. Establish policies and procedures for the library, specifically written policies for the selection of materials and for the use of materials and facilities that reflect current standards of the American Library Association (Mass. Gen. Laws Ch. 78, Sec. 33). These will be kept at the library in written form and will be available to the public on the library's website.
- E. Advise the Library Director in budget preparation, adopt the final budget document, present it to Town boards/committees, and work to have it adopted at Town Meeting.
- F. Supervise and maintain the library's property and facilities through the Library Director. Conduct periodic reviews of the physical and capital needs of all library facilities.
- G. Approve an annual report and submit it to the Select Board on or before the due date. The report will summarize relevant statistics and significant activities of the preceding year, and it will also identify important issues anticipated in the coming years.
- H. Authorize payment of library expenses by signature of any two (2) Board members.
- I. Speak and act within the Town to support the library's best interests, to further an understanding of library issues, and to foster increased public engagement.
- J. Study and support legislation that would benefit the Medway Public Library and the larger library community.

## **Article IV. OFFICERS**

### **Section 1. Officers**

The Board's officers will be a Chair, a Vice-Chair, and a Secretary. Officers will be elected at the first regular monthly meeting following the annual town election. The Library Director will preside at that meeting until a Chair is elected.

### **Section 2. Duties of Chair**

- A. Determine meeting agendas and order of business.
- B. Preside at all Board meetings that he/she attends.
- C. Call special Board meetings.
- D. Appoint members to, and designate the duties of, any standing or special committees with the approval of any members so appointed.
- E. Serve as a member ex-officio on all Board committees.
- F. Appoint, from the Board's members, liaisons to the Friends of the Library, or any other committees.
- G. Represent the Board to the Select Board, Annual Town Meeting, interdepartmental meetings, or any other forum.
- H. Provide and/or coordinate orientation of new members.

### **Section 3. Duties of the Vice-Chair**

- A. Perform the duties of the Chairperson in the absence or at the request of the Chairperson.
- B. Review the library's budget records and report on these to the Trustees at each meeting.

### **Section 4. Duties of the Secretary**

A. In the absence of a night board secretary, ensure accurate minutes of Board meetings are recorded and filed. Minutes should:

- Record all motions as stated whether adopted or rejected.
- Record persons making and seconding motions.

- Record votes of each trustee.

## **Article V. COMMITTEES**

### **Section 1. Appointment**

The Chair may appoint, as needed, standing or special committees to accomplish the Board's business. Committees may be dissolved at the discretion of the Chair, when the task for which it was established has been completed to the satisfaction of the Board, or at the end of the fiscal year. Committees that need to function after the end of a fiscal year may be reappointed by the succeeding Chair.

### **Section 2. Reports**

Progress reports will be made by committees to the Board at each meeting.

### **Section 3. Powers**

No committee will have powers other than advisory, except by specific Board vote.

## **Article VI. LIBRARY DIRECTOR AND STAFF**

The Board will hire, to act on its behalf and under its direction, a qualified Library Director to be the executive and administrative officer of the library. Qualifications include a Master's Degree in Library Science from a program accredited by the American Library Association. The Library Director will be responsible for: selection and supervision of staff; care and maintenance of library property; collection development and maintenance; management of library services to the public; and financial operations within the scope of the existing Town budget and other sources of funding.

The Library Director will attend Board meetings to advise and inform the trustees on all library matters and to make recommendations on policy and budget items. The Library Director will be responsible for implementation of those policies and procedures approved by the Board.

## **Article VII. MEETINGS**

### **Section 1. Regular Meetings**

The Board will hold a minimum of ten (10) monthly meetings from September to June.

### **Section 2. Special Meetings**

Special or emergency Board meetings may be called at the discretion of the Chair or at the request of three (3) trustees.

### **Section 3. Quorum**

A quorum (majority of the board members - three (3)) is required to transact Board business, except to set the date for another meeting.

### **Section 4. Actions regarding policy or regulation**

Any motion dealing with policy or regulation must be continued over for final decision at a subsequent meeting. This requirement may be waived by a majority vote of the board.

### **Section 5. Open Meeting Law**

All Board meetings are subject to the State's Open Meeting Law (Mass. Gen. Laws Ch. 39, Sec. 23A - 23C), and are, therefore, open to the public. Meetings held in executive session are closed to the public under these same provisions. Minutes of executive session meetings will be withheld only as long as their publication defeats the purpose of the executive session.

### **Article VIII. PARLIAMENTARY RULES**

The current edition of Robert's Rules of Order shall govern Board proceedings when procedural questions arise.

### **Article IX. AMENDMENT TO BYLAWS**

These Bylaws may be amended at the Board's discretion. Amendments will be adopted and incorporated only when they have been presented and seconded at a previous meeting, and when they are subsequently approved by a majority vote.

*Amended and approved by Medway Board of Library Trustees July 1, 2025*