

Randall Library – Stow, MA
100-00004 – Rev 02 – December 2020
Randall Library Trustees Bylaws

Randall Library Trustees Bylaws

Stow, MA, February 13, 2013

Article I. NAME AND AUTHORIZATION

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

Article II. DEFINITIONS

Bylaw

A rule, principle of organization and conduct adopted by an organization chiefly for the government of its members and the regulation of its affairs, e.g., duties, offices, authority, quorum requirements, etc., e.g., duties of Trustees, Director, Staff, etc.

Policy

(Listed in *Mass Public Library Trustees Handbook*, Chapter 4, "Policy Making")

A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions; a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body. In this case, policy will be established for discrete aspects of governance of Randall Library, e.g., Relationship with Schools, Alcoholic beverages on the Property, Use of Facilities, etc. See Randall Library Trustees Policies for list of policies.

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Process/procedure

A particular way of accomplishing something or of acting; a series of steps for and components of managing a condition or problem followed in a regular definite order, e.g., legal *procedure*, surgical *procedure*. Not covered in By-law or Policies documents.

Board of Trustees

The Board of Trustees will be referred to as “Trustees” in this document.

Chairman / Chairwoman / Chair

The head of the Trustees will be referred to as “Chair” in this document.

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Article III. COMPOSITION AND AUTHORITY OF TRUSTEES

Section 1. Number and Qualifications

The Trustees consists of seven (7) members, at least two (2) of whom will be chosen through town-wide election each year. Candidates for the office of library Trustee must reside and be registered for the purpose of voting in the Town of Stow.

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 Trustees' Chair, the Town Clerk, or the Selectmen.

If a vacancy occurs the Trustees will notify the Town Administrator. The Trustees will also recommend to the Selectmen the name of an acceptable replacement. The individual then selected by the majority from a roll call vote by members of both the Trustees and the Trustees of Selectmen will serve until the next general election. (Mass. Gen. Laws Ch 41, Sec. 11).

Section 4. Collective Authority of the Trustees

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

Section 5. Performance of Trustees

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Trustees should attend every meeting. Prior notice should be given to the Chair or Director when a trustee is unable to attend a meeting.

Any trustee who misses more than three consecutive meetings may be asked to give the Trustees reasons why he/she should remain on the Board.

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Article IV. DUTIES OF TRUSTEES

Section 1. General

A. Responsibilities

The Trustees are responsible for the overall physical condition of the library and long-range planning as to direction and goals. They represent the library to the town; they write and enforce policies. They manage the Randall Trust Fund and oversee the Director's budget. They advise the Library Director in budget preparation and adopt the final budget document.

Officers will be elected at the first regular monthly meeting following the spring Annual Town Election. The Library Director will preside at that meeting until a Chair is elected. Election will be conducted by secret ballot. The Massachusetts Library Association recommends rotating chairmanship by one-year terms. New Trustees shall not hold office for the first year.

Regarding the management of the Director, the following procedures will be followed:

1. Identify and hire the Director
2. Prepare the Library Director's written employment contract in which the basic conditions of employment are described (Mass. Gen. Laws Ch. 78, Sec. 34)
3. Conduct an annual performance evaluation consistent with procedures established by the Trustees

B. Policies

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The Trustees will establish policies for the library, in particular, 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 on the website, and will be available to the public.

C. Management of Property

The Trustees will supervise and maintain the library's property and facilities working through the Library Director. They will conduct periodic reviews of the physical, landscaping and capital needs of all library facilities.

D. Management of Funds and Library Expenses

The Trustees will manage the Randall Library Trust Fund. They will authorize payment of library expenses by signature of the Chair or Treasurer.

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E. Reporting

The Trustees will be responsible for the annual report and submit it to the Selectmen after it has been approved at its February meeting. The report will summarize relevant statistics and significant Director's activities of the preceding year, and it will also identify important issues anticipated in the coming years. The Trustees will also be responsible for the fiscal year report to the town, which will be submitted in August after it has been approved.

E. Needs of the library

The Trustees will periodically discuss the role of the library in the town and direct library development accordingly.

Section 2. Duties of Officers

The Trustees' officers will consist of a Chair, Vice-Chair, Secretary and Treasurer.

A. Duties of the Chair

1. Post meeting agendas and order of business at least forty-eight (48) business day hours before the meeting; preside at Trustees meetings; call special Trustees meetings; serve as a member ex-officio on all Trustees committees; represent the Trustees to the Board of Selectmen, Annual Town Meeting, inter-departmental meetings, or any other forum. Note: "Old business" refers to items discussed at previous meetings or committee reports; "New business" can be introduced and discussed but must become "old business" (next meeting) to be voted on.
2. Appoint members to and designate the duties of any standing or special committees, or a liaison to Friends of the Library or other town committees, with the approval of any members so appointed.
3. Provide and/or coordinate orientation of new members

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4. Sign authorization papers and state reports
5. Deliver to the Selectmen the annual report prior to the fifteenth day of February in each calendar year
6. Authorize expenditures incurred and approved that do not fall under the Director's responsibility
7. Be responsible for correspondence from the Trustees

B. Duties of the Vice-Chair

1. Perform the duties of the Chair in the absence or at the request of the Chair

C. Duties of the Secretary

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The Secretary shall ensure that accurate minutes of Trustees meetings are recorded and, upon approval, filed as signed hard copy at the library and posted on the town website. The Secretary shall keep minutes from Executive Sessions according to town rules. The Secretary shall handle the annual nominating process for officers.

Minutes should:

1. Record all motions as stated whether adopted or rejected
2. Record persons making and seconding motions
3. Record votes of each trustee

D. Duties of the Treasurer

The Treasurer shall manage the Randall Library Trust Fund and present detailed quarterly fund reports to the Trustees. The Treasurer shall prepare reports for the Trustees at the end of each calendar year and each fiscal year. The Treasurer shall submit these reports to the Town after approval by the Trustees.

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Article V. COMMITTEES

Section 1. Appointment

The Chair may appoint standing or special committees to accomplish the Trustees' business. Committees may be dissolved at the discretion of the Chairman when the task for which it was established has been completed to the satisfaction of the Trustees, or at the end of the fiscal year. Committees that need to function after the end of the fiscal year may be reappointed by the succeeding Chair. All committees are subject to Open Meeting Law.

Section 2. Reports

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

Section 3. Powers

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

Article VI. LIBRARY DIRECTOR AND STAFF

Section 1. Qualifications of Director

The Trustees 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.

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Section 2. Duties and responsibilities of the Director and Staff

- A. Care and maintenance of library property
- B. Collection development, maintenance, and appropriate culling
- C. Management of library services to the public

Section 3. Particular duties and responsibilities of the Director

- A. Select, direct, supervise, evaluate, discipline, terminate staff, and conduct annual written performance reviews.
- B. Attend Trustees meetings to advise and inform the trustees on all library matters; make recommendations on policy and budget items, and take responsibility for implementation of those policies and procedures approved by the Trustees
- C. Recommend to Friends prioritized needs for the library

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- D. Manage financial operations within the scope of the existing Town budget and other sources of funding, and provide a quarterly spending report to the Trustees.

Adopted: February 13, 2013

Reviewed and revised: December 3, 2020

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Article VII. MEETINGS

Section 1. [Regular Meetings](#)

The Trustees will hold a minimum of twelve (12) monthly meetings every year.

Section 2. Special Meetings

Special or emergency Trustees meetings may be called by the Chair or a quorum of Trustees.

Section 3. Quorum

A quorum (majority of the Trustees members) is required to transact Trustees business, except to set the date for another meeting. A quorum consists of four (4) Trustees.

Section 4. Order of Business

Agendas for Trustees meetings will follow the general format below:

Call to order

Public comment

Secretary's report

Treasurer's report

Director's report

Committee

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reports Chair's

report

Old business

New business

Adjournment

The Chair reserves the right to amend the order of business.

Section 5. Agenda

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Agenda items will be proposed and agreed to by the Trustees for the next meeting and will be posted. The Chair will provide management of time at each meeting to include each item requiring discussion, including New Business. Additional items can be added at the Chair's discretion or by request of the Director.

Section 6. Policy and 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 Trustees.

Section 7. Open Meeting Law

All Trustees 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.

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Article VIII. PARLIAMENTARY RULES

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

Article IX. AMENDMENT TO BYLAWS

These Bylaws may be amended at the Trustees' 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.