

# Chapter 22

## Stoneham Public Library

**State law reference** - Public libraries, G.L. c. 78, Secs. 7-13.

**Cross reference** - Selectmen-Administrator Act, Sec. 14. Public Library (Personnel), Secs. 10-92-10-99.1.

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**Article I. Name and Authorization**

**Sec. 22-1. Name and Authorization.**

This organization shall be called “*The Board of Trustees of the Stoneham Public Library,*” existing by the virtue of the provisions of Massachusetts G.L. c. 78, sec. 10-13, 21, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

## **Article II. Mission Statement**

### **Sec. 22-2. Mission Statement.**

A free public library is essential to the preservation and growth of our democratic institutions. The mission of the Stoneham Public Library is to ensure that all people of Stoneham have free and open access to recorded information and ideas.

The Stoneham Public Library promotes these ideals by focusing on its independent learning role. The library is committed to cost-effective information delivery using traditional materials and state-of-the-art technology. In addition, our staff is dedicated to efficient public service in a welcoming atmosphere.

## **Article III. Trustees**

### **Sec. 22-3. Number and Qualifications.**

The governing body of the library is composed of six (6) members elected by Stoneham Registered Voters.

### **Sec. 22-4. Term of Office.**

The term of office of trustees shall be three (3) years.

### **Sec. 22-5. Resignations.**

Any member of the Board of Trustees may resign by written notice filed with the Board of Selectmen of the Town of Stoneham, and with the Chairman or Secretary of the Board, in compliance with Town Law.

### **Sec. 22-6. Vacancies.**

In the event of a vacancy or vacancies on the Board of Trustees prior to the end of the individual(s) term(s) of office, the Trustees shall recommend to the Board of Selectmen the names of acceptable replacements. The Trustees may suggest a single name or multiple names as they deem fit. Such appointments shall be valid until the next town election when any remaining portion of a term of office shall be filled through election, in compliance with Massachusetts State Law.

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**Article IV. Officers****Sec. 22-7. Officers.**

The officers of the Stoneham Library shall be a Chairman, a Vice Chairman and a Secretary. The officers shall not be elected to more than two successive terms.

The Chairman, Vice Chairman and Secretary shall be elected by the Board of Stoneham Public Library at the Annual Meeting of the Board, which will be the first meeting after the Annual Town Election. They shall hold office until the next Annual Meeting of the Board and until their respective successors are elected.

**Sec. 22-8. Duties of the Chairman.**

The duties of the Chairman are:

- To serve as presiding member at all meetings of Stoneham Public Library Board.
- To call special meetings of the Stoneham Public Library Board.
- To serve ex-officio as a member of all committees of the Stoneham Public Library Board and to preside at all meetings of such committees which he/she attends.

**Sec. 22-9. Duties of the Vice Chairman.**

The Vice Chairman performs the duties of the Chairman of the Stoneham Public Library Board at the request of the Chair or in the Chair's absence. In the event the office of Chairman becomes vacant, the Vice Chairman shall not automatically succeed to the Office of the Chair, but will be acting Chair until a special election is held at the next available meeting.

**Sec. 22-10. Duties of the Secretary.**

The duties of the Secretary are: to keep a true and accurate record of all meetings of the Board; to issue and post due notice of all regular and specials meetings and perform such other duties as are generally associated with that office.

### Article V. Committees

#### **Sec. 22-11. Library Director and Staff.**

The Library Trustees shall appoint all Library Staff. The Director shall perform all duties stated in a written employment agreement, duties and responsibilities stated in Massachusetts General Law, under the direction of the Trustees.

#### **Sec. 22-12. Progress Reports.**

All committees shall make a progress report to the Library Board as deemed necessary.

#### **Sec. 22-13. Advisory Power.**

No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

### Article VI. Meetings

#### **Sec. 22-14. Scheduled Library Board Meetings.**

The Library Board shall meet on the second Monday of each month at 7:30 P.M. at the Stoneham Public Library or at the place designated at the preceding meeting. The first meeting after town elections shall be the annual meeting.

#### **Sec. 22-15. Open Meeting Law.**

All meetings of the Trustees shall be subject to the Commonwealth's Open Meeting Law, as elaborated in Massachusetts G.L. c. 39, sec. 23A-2C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings except in case of emergency, will be filed with the town clerk at least forty-eight (48) hours beforehand and a copy of the notice will be posted in the clerk's office. Further, all records or minutes of meetings will be available for public inspection.

#### **Sec. 22-16. Special Meetings of the Board of Trustees.**

Special meetings of the Board of trustees may be called by the chairman, or upon written request of those members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be posted

as required by the Commonwealth's Open Meeting Law and given to each member of the Board of Trustees or Executive Committee at least two (2) days in advance of the meeting.

**Sec. 22-17. Quorum.**

A quorum for the transaction of business shall consist of a simple majority.

**Sec. 22-18. Order of Business.**

The order of Business at regular meetings shall be:

1. Call to order
2. Roll call
3. Adoption/amendment to agenda
4. Approval of minutes/statistical reports of previous meeting
5. Committee reports
6. Chairman's report
7. Director's report
8. Correspondence
9. Old business
10. New business, Policy Review and Member Education

**Article VII. Duties of the Board of Trustees**

**Sec. 22-19. Duties.**

The duties of the Board of Trustees:

- Engage in an ongoing planning process, which assesses the needs of the library and the role of the library in the community, and ensure that the library develops to meet those needs.
- Select, appoint and evaluate a Library Director annually using the Evaluating Library Director or other appropriate resources as a guide.
- Prepare a written employment contract for the Library Staff, detailing the basic conditions of employment, eligible under Massachusetts G.L. c. 78, sec. 34.

- The Trustees shall leave to the discretion of the Library Director 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 Massachusetts G. L. c. 78, sec. 33.
- Determine the policy of the library and maintain a written record thereof.
- Advise in the preparation of the budget, approve it, and secure adequate funds to finance the approved budget.
- Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- Attend meetings with municipal finance and administrative boards when necessary.
- Speak and act as an advocate for libraries in the community and maintain vital public relations.
- Study and/or support legislation, which will bring about the greatest good to the greatest number of libraries.

### **Article VIII. Collective Authority of the Board**

#### **Sec. 22-20. Collective Authority.**

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

### **Article IX. Parliamentary Rules**

#### **Sec. 22-21. Parliamentary Rules.**

Except as provided for by these bylaws or Open Meeting Law, Massachusetts G.L. c. 39, Sec. 23A, the current edition of Robert's Rules of Order shall govern.

**Article X. Amendments**

**Sec. 22-22. Amending Bylaws.**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, provided the amendment was stated at the preceding meeting (or, “was sent to the members at least thirty (30) days prior to the meeting”).