

By-laws of the Attleboro Public Library Board of Trustees

Article I – Officers

Section 1. The officers of the board of trustees shall be a president, vice-president, secretary, and treasurer who shall be elected annually by oral vote at the March meeting.

Section 2. The president shall preside at all meetings of the board of trustees, and have general supervision over the affairs of the library, shall exercise the powers and perform the duties which usually pertain to the office; and such others as may be assigned to the office by these by-laws or by the board of trustees, and shall appoint annually and be an ex-officio member of any standing committee. No member of the board of trustees who is elected president shall serve in this office more than three consecutive terms.

Section 3. The vice-president shall, in case of death, absence or inability of the president, exercise the powers and perform the duties herein assigned to the president and such other powers and duties as may from time to time be assigned by these by-laws or by the board of trustees.

Section 4. The secretary shall keep the minutes of all meetings of the board of trustees and perform such other duties as may be assigned from time to time by these by-laws or by the board of trustees; and shall conduct all its correspondence and keep a record of same. In the absence of the secretary, a secretary pro tem may be appointed by the president who shall have all the powers and duties of the secretary.

Section 5. The treasurer shall keep all books of account and include therein an accounting of the trust funds of said board of trustees, verify all bills and pay same; present at each regular meeting a full statement of receipts and disbursements, donations received, and cash on hand. At the march meeting of the board of trustees the treasurer shall present a full written statement of receipts and disbursements, donations received and of the cash and securities on hand which statement shall be audited before it is accepted.

Article II– Meetings

Section 1. Regular meetings of the board of trustees shall be held on the second Wednesday of each month at a time voted by the board of trustees. No regular meetings will be held in July and August unless voted by the board.

Section 2. Special meetings shall be called by the president or when requested in writing by three trustees.

Section 3. Five members shall constitute a quorum of the board of trustees.

Section 4. Notice and an agenda for all regular meetings shall be provided to each trustee no less than three days before the meeting. Minutes from prior meetings will be provided with same.

Section 5. Notice and an agenda for all special meetings shall be provided to each trustee no less than three days before the special meeting when possible.

Section 6. All meetings of the board of trustees shall be held in the honorable judge Edward A. Lee trustees room at the Attleboro Public Library, unless otherwise ordered by vote of the board of trustees at a previous meeting.

Section 7. The order of business at any regular meeting shall be as follows:

1. Review and approval of minutes of the previous meeting
2. Business required by law or ordinance and communications from the city government or any branch thereof
3. Treasurer’s report
4. Committee reports
5. Library director’s report
6. Unfinished business
7. New business
8. Robert’s rules of order shall be applied in the conduct of said meetings

Article III – Standing Committees

Standing committees may be appointed at any time by the president for particular duties under the direction of the board of trustees. Such standing committees may include but not be limited to: finance and investment committee, facilities committee, and policy committee.

Special committees may also be appointed by the president at any time for particular duties under the direction of the board of trustees.

Article IV – Appointments

The library director shall be appointed by the board of trustees for an indefinite term of service. In case of removal from office, the library director shall be given a written notice of not less than thirty days. In case of resignation of the library director, the board of trustees shall be given the same notice.

Article V –Library Director

The library director shall, under the board of trustees, have the general charge and management of the library and of all persons employed therein.

At each regular meeting the library director shall report to the board of trustees the general condition of the library.

Article VI – Amendments

All previous by-laws are hereby repealed and these by-laws may be amended by vote of a majority of the trustees at any meeting of the trustees; the notice for which meeting shall state that amendments will be proposed.

Approved June 10, 2014 by Vote of the Board