

## **BY-LAWS OF THE ATTLEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

### **ARTICLE I – OFFICERS**

**SECTION 1.** The officers of the Board of Trustees shall consist of a President, Vice President, Secretary, and Treasurer, each of whom 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 shall have general supervision over the affairs of the Library Board. The President shall exercise the powers and perform the duties which usually pertain to the office, and such other duties as may be assigned by these By-Laws or by the Board of Trustees. The President shall appoint annually, and be an ex-officio member of, any standing committee. No President shall serve more than three consecutive terms.

**SECTION 3.** The Vice President shall, in case of the President's death, absence or inability to serve, exercise the powers and perform the duties herein assigned to the President, as well as 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. The Secretary shall conduct all correspondence of the Board of Trustees 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 maintain an accounting of the Trust Funds of the Board of Trustees and will verify and pay all bills. The Treasurer shall present at each regular meeting a full statement of receipts and disbursements, donations received, and cash on hand. Prior to the end of the Fiscal Year (June 30<sup>th</sup>), The Treasurer, with the Library Director, shall prepare a budget for the coming year, to be approved by the Board of Trustees no later than its September meeting. Within three months after the end of the Fiscal Year, the Treasurer shall submit all necessary financial records to a Certified Public Accountant for review. Upon receipt of the Accountant's review, the Treasurer shall present that report to the Board of Trustees for review and approval. Upon approval, the Treasurer shall provide a copy each to the City Treasurer and the City Auditor.

### **ARTICLE II – MEETINGS**

**SECTION 1.** Regular monthly meetings of the Board of Trustees shall be held at 6:30 p.m. on the second Wednesday of the month, or at another regularly scheduled time as may be voted by the Board of Trustees. No regular meetings will be held in July or August, unless voted by the Board of Trustees. In the event of safety issues, such as the COVID 19 Pandemic, virtual meetings may be held on a suitable online platform, in accordance with State and City open meeting rules. A decision to meet virtually will be made at the discretion of the President or by order of the Mayor.

**SECTION 2.** Special meetings may be called by the President, or when requested in writing by three or more Trustees.

**SECTION 3.** Five members present shall constitute a quorum at meetings of the Board of Trustees.

**SECTION 4.** Notice and an Agenda for all regular or special meetings shall be provided to each Trustee and appropriately posted at City Hall no less than two days prior to the meeting. Minutes from the prior meeting shall be provided to each Trustee with the notice and agenda.

**SECTION 5.** 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 6.** The order of business at any regular meeting shall include the following:

1. Review and approval of the 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

**SECTION 7.** Robert's Rules of Order shall be used to govern the conduct of business.

### **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 are not limited to, the following: Finance and Investment Committee, Facilities Committee, Nominating 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. The Board of Trustees shall have the responsibility of conducting a performance review of the Library Director annually.

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 of not less than thirty days.

## **ARTICLE V –LIBRARY DIRECTOR**

The Library Director, under the Board of Trustees, shall have the general charge and management of the Library and of all persons employed therein.

At each regular meeting of the Board of Trustees, the Library Director shall report to the Board on the general condition of the Library.

## **ARTICLE VI – APPOINTMENT OF TRUSTEES**

When a vacancy on the Board of Trustees occurs, it is the Mayor's responsibility to fill that vacancy. The Mayor petitions the Municipal Council for approval of appointees. The Board of Trustees shall endeavor to make recommendations of suitable candidates to the Mayor.

Trustees who resign shall properly do so by writing a letter to the Mayor and providing a copy to the President of the Board of Trustees.

## **ARTICLE VII– AMENDMENTS**

All previous By-Laws are hereby repealed. These By-laws may be amended by vote at a meeting of the Board of Trustees Board of Trustees at which a quorum is present. The notice of this meeting shall state that amendments will be proposed.

***These By-Laws were approved by the Board of Trustees on December 8th, 2021***