

Rules and Regulations of the Trustees of the Lynnfield Public Library

Lynnfield, Massachusetts

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Article I. Name and Authorization

This organization shall be named "The Board of Trustees of the Lynnfield Public Library," existing by virtue of the provisions of the Massachusetts General Laws, Chapter 78, Sections 10-12, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute and by the Town of Lynnfield Charter, Chapter 4, Section 6, and related Bylaws of the Town of Lynnfield, Massachusetts.

It shall be referred to herein as "the Trustees."

Article II. Trustees

Section 1. Number and Qualifications

As determined by the Lynnfield Town Charter, Chapter 4, Section 6, there shall be a Board of Library Trustees consisting of five (5) members who are current residents of Lynnfield, Massachusetts.

Section 2. Purpose

As determined by the Lynnfield Town Charter, Chapter 4, Section 6, the Trustees shall be responsible for the administration and operation of the Town Library, including staffing of professional library staff, acquisitions of books, journals, periodicals, and other materials relating to the library functions, and the promulgation of library rules and regulations.

The Trustees shall represent the interests, the issues, and concerns of the library to the Library Director, Town Administrator, and to the public. Their role is to listen to the community and bring their ideas and recommendations to the Library Director.

In addition, the duties of the Trustees shall include establishing and reviewing general operating and administrative policies for the governance of the library, advising on community needs, speaking as advocates for the library, and acting as liaisons to the Library Director, Town Administrator and to the public.

The Trustees shall also act as liaisons between the Massachusetts Board of Library Commissioners and the Town.

Section 2. Term of Office

Board members shall be elected for three (3) year overlapping terms, so arranged that the term of office of as nearly an equal number of members as possible shall expire each year.

Section 3. Compensation

Trustees shall serve without compensation.

Section 4. Resignations / Vacancies

Any member of the Trustees may resign by written notice filed with the Town Clerk.

In the event of a vacancy on the Board of Trustees, the Board of Trustees shall forthwith notify the Select Board in writing. Vacancies shall be filled pursuant to G.L. 41, § 11.

If a Trustee moves out of town, s/he is deemed to have vacated the office pursuant to G.L. c. 41, §109 and the vacancy may be filled pursuant to the above paragraph.

Section 5. Term Limits

There are no limitations as to the number of terms which a member of the Trustees may serve.

Section 6. Attendance

Faithful attendance at regularly scheduled Trustee meetings is expected from all members of the Board of Trustees. Any member unable to attend a meeting is to give notice to the Chair or Library Director in advance.

Any member who fails to attend two (2) consecutive regularly scheduled Board meetings without giving notice will receive a registered letter advising the member of this fact and ask him/her to demonstrate continued interest as a Trustee by faithfully attending meetings in the future or consider resigning from the Board of Trustees.

Copies of these letters shall be included in the Trustee meeting minutes. In the event of illness or other extenuating circumstance, exceptions to this provision may be made by vote of the Trustees.

Article III. Officers

Section 1. Officers

The officers of the Trustees shall be Chair, a Vice Chair and a Secretary.

The Chair and Vice Chair shall be elected by the Trustees at the Reorganization Meeting of the Board of Trustees following the Annual Town Election. They shall hold office until the next Annual Reorganization Meeting of the Trustees or until their respective successors are elected.

Section 2. Duties of the Chair

The Chair shall perform the following duties:

- preside at all meetings of the Trustees,
- prepare an agenda for each meeting in collaboration with the Library Director, and ensure that it is properly posted in accordance with the Open Meeting Law,
- call special meetings of the Trustees as necessary,
- appoint members to and designate the duties of all committees,
- act as general spokesperson for the Trustees,
- sign any necessary authorization papers,
- provide guidance to incoming Trustees as to policies and procedures of the Board of Trustees,
- represent the Trustees and the Library before other Town bodies as needed,
- and perform other, related duties to support the Library and the Trustees as needed.

Section 3. Duties of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair at the request of the Chair, or in the Chair's absence.

Section 4. Duties of the Secretary

The Secretary shall keep the minutes of the meetings of the Trustees and shall perform all other duties of the Secretary under applicable law.

Article IV. Library Director and Staff

Section 1: Appointment

The Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Trustees, under its review and direction. The Library Director shall be an employee of the Town of Lynnfield, as provided under the Town's Personnel Bylaw.

Section 2: Responsibilities of the Library Director

The Director shall be responsible for:

- the proper direction and supervision of the staff,
- the care and maintenance of the library building and equipment,
- an adequate and proper selection of books and other library materials in keeping with the stated policy of the Trustees,
- the maintenance of library collections,
- the efficiency of library service to the public,
- filing required reports with the Commonwealth of Massachusetts in a timely manner, and
- working with the Town Administrator and the Finance Committee to set a budget and win approval of it at the Annual Town Meeting, and to obtain such other approvals as may be in the best interest of the library.

The Director shall render and submit to the Trustees at each regular monthly meeting reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.

In the case of part-time or temporary employees, the Director shall have interim authority to appoint without the approval of the Trustees provided that any such appointment shall be reported to the Trustees at its next regular meeting.

The Director shall attend all Trustees' meetings unless specifically excused from doing so.

Article V. Committees

Section 1. Appointment

The Chair shall appoint committees of one or more members each for such specific purposes as the business of the Trustees may require from time to time.

A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. Reports

All committees shall make a progress report to the Trustees at each of its meetings.

Section 3. Powers

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

Section 4. Open Meeting Law

Recognizing that every committee constitutes a “public body” within the meaning of the Open Meeting Law, each committee of two or more persons shall be responsible to post an agenda, keep minutes and otherwise comply with the said law with respect to all of its meetings.

Article VI. Meetings

Section 1. Frequency

The Trustees shall meet at least once a month at the Lynnfield Public Library or at the place designated by the Chair.

Section 2. Open Meeting Law

All meetings of the Trustees, including committee meetings, shall be subject to the Commonwealth’s Open Meeting Law, G.L. c. 30A, §§ 18-25.

In particular:

- all meetings shall be open to the public unless held in executive session in accordance with the law;
- notice of all meetings, except in the case of emergency, shall be filed with the Town Clerk and posted at least 48 business hours prior to the scheduled meeting;
- notice of the meeting shall include a description of all topics reasonably anticipated by the Chair to be discussed; and
- all records and/or minutes of the meetings shall be available for public inspection.

Section 3. Parliamentary Rules

Except as provided by these Bylaws, the current edition of Robert's Rules of Order shall govern as parliamentary rules for the conduct of meetings.

Section 4. Special Meetings

Special meetings of the Trustees may be called by the Chair, or upon written request of two (2) 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 it was called shall be posted as required by the Commonwealth's Open Meeting Law and given to each member of the Trustees at least two days in advance of the meeting.

Section 5. Quorum

A quorum for transaction of business shall consist of a simple majority of three (3) members.

An affirmative vote of the majority of all members of the Trustees present at a meeting shall be necessary to approve an action before the Trustees. The Chair may vote upon and may move or second a proposal before the Trustees.

In the event of a tie vote, the motion will be defeated.

If a quorum is not present at a regularly scheduled meeting, the attending members may set a date for another meeting to be held within two weeks, and the presiding officer shall notify the absent members of the specially called meeting.

Section 6. Reorganization Meeting

The first meeting after the annual town election shall be the Reorganization Meeting, in which new officers shall be elected.

Until officers are elected, the senior Trustee shall chair the Reorganization Meeting.

Article VII. Powers and Duties of the Trustees

The Board of Library Trustees shall have the custody and management of the public library and of all property of the Town related to said library.

All funds of money and property that the Town may receive by gift or bequest for the purpose of library support or maintenance shall be administered by the Trustees in accordance with the provisions of any such gift or bequest.

Specific duties are as follows:

1. Engage in an ongoing planning process which assesses the needs of the library and role of the library in the community; and ensure that the library develops to meet those needs.
2. Select, appoint and regularly evaluate a library director.
3. Prepare a written employment contract for the Director, detailing the basic conditions for employment, as provided by Mass. General Laws, Chapter 78, Section 34.
4. Prepare a written employment contract for other full time professional staff.
5. Establish a written policy for the selection of library materials and the use of library materials and facilities which is accord with the current standards of the American Library Association, as provided for by the Massachusetts General Laws, Chapter 78, Section 33.
6. Determine the policies of the library and maintain a written record thereof.
7. Advise in the preparation of the budget, approve it, and secure adequate funds to finance the approved budget.
8. 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.
9. Attend meetings with municipal finance and administrative boards.
10. Speak and act as an advocate for libraries in the community and maintain vital public relations.

11. Study and support legislation which will bring about the greatest good to the greatest number of libraries.

Article VIII. Collective Authority of the Trustees

All the decisions of the Trustees are made by the Trustees as a collective body.

No individual member may make decisions or act for the Trustees unless specifically authorized to do so by a vote of the Trustees.

To the extent that any provision of these by-laws is inconsistent with a provision of the Massachusetts General Laws or the Lynnfield Town Charter or the Town's General Bylaws, the Massachusetts General Laws, the Lynnfield Town Charter, or the Town's General Bylaws, as the case may be, shall govern.

Article IX. Amendments

These Rules and Regulations may be amended at any regular meeting of the Trustees, by a majority vote of the members present, provided the amendment was stated at the preceding meeting or was sent to members at least thirty (30) days prior to the meeting.

(Approved by the Board of Library Trustees on Monday, February 4, 2025)