



**Amesbury Public Library**  
**Board of Trustees**  
**149 Main Street**  
**Amesbury, MA 01913**

## **BYLAWS**

### **Article I**

*Name: Board of Trustees, Amesbury Public Library*

The name of this organization is the Board of Trustees of the Amesbury Public Library, located in Amesbury, Massachusetts (Essex County). The Board was created in accordance with the provisions of Chapter 78: Section 10-13 of the Massachusetts General Laws, and is exercising the powers and assuming the duties granted to it under said statute and Section 4-5 of the Charter of the City of Amesbury, Massachusetts.

### **Article II**

#### *Membership*

**Section 1. Elections/Appointments and Terms of Office.** The Board shall consist of nine members. Elections/appointments and terms of office are as provided by MGL 78:10 and Section 4-5a of the Charter of the City of Amesbury, Massachusetts.

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. Missing six meetings within a calendar year may be grounds for removal from the Board, in accordance with the City Charter.

### **Article III**

#### *Officers*

**Section 1.** The officers shall be a Chairperson, a Vice-chairperson, and a Secretary, elected from among the appointed trustees at the annual meeting (January) of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in the offices shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

**Section 2.** Officers shall serve a term of one year from the annual meeting (January) at which they are elected and until their successors are duly elected.

**Section 3.** The Chairperson shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of President.

**Section 4.** The Vice-Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.

**Section 5.** The Secretary shall keep a true and accurate record of all meetings of the Board.

## **Article IV**

### ***Meetings***

Section 1. *Regular Meetings.* Ten regular meetings shall be held per year: the dates and hours to be set yearly by the Board.

Section 2. *Annual Meeting.* The annual meeting, which shall be held for the primary purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. *Agendas and Notices.* Meeting notices shall indicate the time, date, and place of the meeting. Agendas shall strive to indicate all subject matters intended for consideration at the meeting.

Section 4. *Special Meetings.* Special meetings may be called at the discretion of the chairperson, and shall be called at the written request of five members, for the transaction of business as stated in the call for the meeting. In cases of emergency, at least 48 hours notice shall be given.

Section 5. *Quorum.* A quorum for the transaction of business at any meeting shall consist of five members of the Board present, in person.

Section 6. *Open Meeting Law Compliance.* All Board meetings and all committee meetings shall be held in compliance with Massachusetts' Open Meeting Law.

Section 7. *Parliamentary Authority.* The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

## **Article V**

### ***Committees***

Section 1. *Standing Committees.* Standing committees shall be appointed by the Chairperson promptly after the annual meeting.

Section 2. *Ad Hoc Committees.* Ad hoc committees for the study of special problems shall be appointed by the Chairperson, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees can also include staff and public representatives as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Section 4. All committees shall report back to the Board of Trustees with their recommendations. These updates shall be listed as an agenda item for the next regularly scheduled Board meeting. All committees shall record minutes of the meetings including the date, time, attendees, and the results/recommendations from the meeting.

## **Article VI**

### *Duties of the Board of Trustees*

Section 1. Legal responsibility for the management and operation of "The Amesbury Public Library" is vested in the Board of Trustees, subject to state and federal law, and the Charter of the City of Amesbury. The Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, recommend to the Mayor, and supervise a properly certified and competent Library Director, and determine the duties of said Director.

Section 3. The Board shall approve the budget and support the Director in presenting it to the Mayor who in turn presents the recommended budget after review and cuts (if appropriate) to the City Counsel. Working with the Director, the Trustees shall approve reasonable budget figures based on fixed expenses adjusted with cost of living and any additional monies needed to secure adequate funds to support the library.

Section 4. The Board shall have control of the expenditure of all monies collected, donated, or appropriated for the library subject to recognized restrictions, and shall audit and approve all library expenditures.

Section 5. The Board shall 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.

Section 6. The Board shall study and support programs, materials, and technology that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall be responsible for all strategic planning for the library. Working with the director, the Board will produce and submit long-range planning documents and yearly updates to the Massachusetts Board of Library Commissioners. Working with the director, the Board will plan and seek funding for all library capital enhancements.

Section 9. The Board shall work with the Director as needed to write and submit the required annual reports to the Massachusetts Board of Library Commissioners and the City of Amesbury.

*Library Director*

The Library Director shall be appointed by the Mayor upon the recommendation of the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the Executive Officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall attend all Board meetings unless extenuating circumstances prevent his or her attendance (but may be excused from closed sessions) and shall have no vote.

**Article VIII**

*New Employees*

Each new library employee is invited to be introduced to the Board at the next regularly scheduled Board meeting.

**Article IX**

*Conflict of Interest*

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Amesbury Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussions and deliberations and not vote on any matter in which the Board member, an immediate family member, or an organization that the Board member is associated with has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Section 4. Board members shall comply with all applicable ethics statutes of the City of Amesbury and the Commonwealth of Massachusetts.

Section 5. Board members shall not use their individual elected position in the press, radio, TV, or other media to imply a position of political opinion that could be construed as representing the views of the Board.

**Article X**

*General*

Section 1. An affirmative vote of the majority of all members of the Board present at the time

shall be necessary to approve any action before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least two-thirds (6) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least ten days prior to the meeting at which such an action is proposed to be taken.

Adopted by the Board of Trustees of the Amesbury Public Library

On the 15<sup>th</sup> day of June year 2022

Chairperson Ann M. Campbell

Vice-Chairperson Gaurie A. Cameron

Secretary Pamela L. Gilday

Trustee Bruce J. Pelt

Trustee Bethany L. Liva

Trustee Audrey Roberts

Trustee Jail Brown

Trustee Jessica M. Durno

Trustee Delia A. Rivalea

