

Public Library of Brookline Bylaws

Meetings

The schedule for the yearly meetings shall be set at the first meeting of the Board of Trustees to be held after the Town elections; the time for this meeting shall be set at the last scheduled meeting before the Town elections.

Special meetings of the Board may be called by the Chair, or by any two Trustees. Public notice of such meetings must be filed with the Town Clerk's office at least forty-eight hours (including Saturdays but not Sundays or legal holidays) before the time for said meeting.

The quorum for any meeting of the Board shall be five Trustees.

Unless otherwise determined by the Chair, the ordinary order of business shall be: call to order, approval of minutes, Librarian's report, committee reports, old business, new business.

Officers

The Chair shall preside at all meetings, call special meetings, appoint all committees, serve as ex officio member of all committees, represent the Trustees and library before other Town bodies as needed, and perform other, related duties.

The Vice-chair, in the absence of the Chair, shall perform the duties of the Chair.

The Secretary shall keep a true record of all meetings of the Trustees.

The Treasurer shall administer the library trust funds and shall serve as Chair of the Finance and Budget Committee.

The officers shall be elected at that meeting of the Trustees that immediately follows the annual Town elections. Until officers are elected, the senior Trustee shall chair that meeting. In the event of a vacancy in any of the officer positions during the year, that vacancy shall be filled by a vote of the Trustees at the next regularly scheduled meeting after the vacancy occurs.

Committees

The Library Services Committee shall advise the Trustees on policies and procedures.

The Buildings and Grounds Committee shall advise the Trustees on the state of the physical plant and shall represent the Trustees at meetings with Town officials at which the physical plant is discussed.

The Fiscal Committee shall consist of two subcommittees, the Finance Committee, which advises the Board regarding the budget, capital improvement plan, Romanow Fund, and other financial matters; and the Investment Committee, which advises the Board regarding investment of the Library's endowment funds. The Chair of the Board of Trustees is authorized to appoint non-Board members to the Investment subcommittee. Both subcommittees shall report directly to the Trustees.

The Foundation Liaison Committee shall represent the Trustees to the Brookline Library Foundation.

The Friends Liaison Committee shall represent the Trustees to the Friends of the Brookline Public Library.

The Programming Committee shall develop and sponsor programs and activities that are of benefit to the community.

The Brookline Reads Subcommittee of the Programming Committee shall propose and oversee activities relating to community reading and outreach.

The Exhibits Committee shall develop exhibits that are of benefit to the community.

Committee assignments shall extend to the second meeting following the annual Town elections. The Chair may assign Trustees to committees at any time.

The Chair may appoint other ad hoc committees for a period not to extend beyond the second meeting after the next Town election.

Duties of the Board of Trustees

a) The Trustees shall carry out the duties of public library trustees as provided by state statute, especially as elaborated by Massachusetts General Laws Ch. 78 S11. In particular, the Trustees shall have the custody and management of the library and all of the property owned by the Town pertaining to the library. The Trustees shall be responsible for all monies appropriated by the Town for the library and for all money or property received by the Town by gift or bequest for the library.

b) The Trustees shall make an annual report to the Town on receipts and expenditures of the library, as provided for by M.G.L. Ch 78 S12.

c) The Trustees shall be responsible for preparing a written employment contract for the Librarian, detailing the basic conditions of employment, as provided by M.G.L. Ch. 78 S34.

d) The Trustees shall establish a written policy for the selection of library materials and the use of library materials and facilities which is in accordance with the current standards of the American Library Association, as provided for by M.G.L. Ch. 78 S33.

e) In general, the Trustees shall be responsible for the operations and procedures of the library in their capacity as representatives of the citizens of the Town. This supervisory responsibility shall not be construed so as to interfere with the responsibility and prerogatives of the Librarian in regard to the day-to-day administration of the library and the implementation of Trustees policies.

Vacancies

A vacancy on the Board prior to the end of an individual's term of office shall be filled according to statute.

Parliamentary Rules

Except as provided by these Bylaws, Robert's Rules of Order shall govern.

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 Board. The directions of the Board to the Librarian shall be given by the entire Board or by the Chair when acting for the Board.

Monetary Gifts

All monetary gifts to the library in an amount over \$1,000, which have any stipulations attached, shall be formally received by the Board. Monetary gifts under this amount can be accepted by the Chair on behalf of the Board.

Amendments

The 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 previous meeting or was sent to the members at least thirty days prior to the vote.

Voted by the Board of Library Trustees
March 10, 1992

Amended May 9, 1994

Amended November 8, 1994

Amended May 9, 1995

Amended July 14, 2004

Amended July 12, 2005

Amended September 9, 2008

Amended January 10, 2012

Amended May 8, 2012