

**Public Library of Brookline  
Board of Trustees 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. Except in an emergency, public notice of such meetings must be filed with the Town Clerk's office at least forty-eight hours (excluding Saturdays, Sundays, or legal holidays) before the time for said meeting, in accordance with M.G.L. c. 30A, sec. 20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting. M.G.L. c. 30A, sec. 20b.

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

Unless otherwise determined by the Chair, the ordinary order of business shall be: call to order, approval of minutes, public comment, Library Director's report, Treasurer's quarterly report, committee reports, other business.

The Director or his/her designee shall keep a true record of all meetings of the Trustees.

All materials necessary for the ordinary order of business at Trustee board meetings should be emailed to participants at least seven days prior to each meeting date to allow for meaningful review.

**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, in coordination with the Director, shall coordinate and maintain a record of all correspondence on behalf of the Board.

The Treasurer shall oversee the Library trust funds and shall serve as Chair of the Finance Committee and liaison to the Investment Subcommittee.

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.

**Liaisons**

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

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

## **Committees**

The Finance Committee advises the Board regarding the budget, capital improvement plan, Romanow Fund, and other financial matters; the Investment Committee, which advises the Board regarding investment of the Library's endowment funds, is a subcommittee of the Finance Committee. 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.

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 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.

c) The Trustees shall be responsible for preparing a written employment contract for the Library Director, 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 that 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 Library Director 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 Library Director 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 \$5,000 that 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

Amended July 8, 2014

Amended December 13, 2016