

Role and Responsibilities of the Flint Public Library Board of Trustees

Article 1 *Name and Authorization*

This elected Board shall be called “The Flint Public Library Board of Trustees”, existing by virtue of the provisions of Chapter 78, Sections 10-13 and 21 of the General Laws of the Commonwealth of Massachusetts and exercising the powers and authority and assuming the responsibilities delegated to it under the said Statutes.

Article 2 *Trustees*

1. Number and Qualifications

The governing body of the library is composed of five elected members.

2. Term of Office

The term of office of Trustees shall be three years.

3. Resignations

Any member of the Board of Trustees may resign by written notice filed both with the Town Clerk/Select Board of the Town of Middleton and with the Chair or Secretary of the Board.

4. Vacancies

In the event of a vacancy or of vacancies on the Board of Trustees prior to the end of the individual’s(-s’) term(s) of office, the Trustees shall recommend to the Select Board the names(s) of (an) acceptable replacement(s). The Trustees may suggest a single name or multiple names, as they deem fit. Such appointments(s) shall be valid until the next Town Election, when any remaining portion of a term of office shall be filled through election.

Article 3 *Officers*

1. Office

- a. The officers of the Flint Public Library Board of Trustees shall be a Chair, Vice-Chair/Secretary, and Treasurer. The Chair, Vice-Chair/Secretary, and Treasurer shall be elected by the Flint Public Library Board of Trustees at the Annual Meeting of said Board of Trustees. They shall hold office until the next Annual Meeting and until their respective successors are elected. The Annual Meeting shall be the first monthly meeting after the Town Election.

2. Duties of the Chair

- a. Presides at all meetings of the Flint Public Library Board of Trustees.

- b. To call special meetings of the Flint Public Library Board of Trustees.
 - c. To serve ex officio as a member of all committees of the Flint Public Library Board of Trustees.
- 3. Duties of the Vice-Chair/Secretary
 - a. To perform the duties of the Chair of the Flint Public Library Board of Trustees at the request of the Chair or in the Chair's absence.
- 4. Duties of the Treasurer
 - a. To keep accurate account of all financial transactions and to make reports to the Board of Trustees as necessary.
 - b. To sign checks and other documents as needed.

Article 4 *Library Director and Staff*

The Board of Trustees shall appoint a qualified Library Director, who shall be the executive and administrative officer of the Library on behalf of the Board of Trustees and under its review and direction. The Director shall recommend appointment to the Board and specify the duties of other employees. The Director shall also be responsible of the proper direction and supervision of the Staff and for the care and maintenance of the library property. The Director shall be responsible for adequate and proper selection of books and other library material in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for the Library's sound financial operation within the limits of the budgeted appropriation. The Library Director shall attend all duly constituted meetings of the Board of Trustees.

Article 5 *Meetings*

- 1. Date and Time of Meetings
 - a. The Flint Public Library Board of Trustees shall meet on the second Monday of each month at 7:00pm at Flint Public Library or at the place designated at the preceding meeting. If the Library is closed on the second Monday, the Board will meet on the Tuesday following the second Monday.
 - b. The first meeting after Town Election shall be the Annual Meeting.
- 2. Open Meeting Law

All meetings of the Board of Trustees shall be subject to the Commonwealth of Massachusetts Open Meeting Law, as elaborated in Massachusetts General Laws, Chapter 39S-23A-23C. In particular, all meetings are open to the public unless held in executive session under the terms of the Law, a notice of all meetings except in case of emergency will be filed with the Town Clerk at least 48 hours beforehand and a copy of the notice will be posted in the Clerk's office. Further, all recorded minutes will be available for public inspection.
- 3. Special Meetings

Special meetings of the Board of Trustees may be called by the Chair, or upon written request of three members, for the transaction of

business as stated in the meeting request. Notice stating the time and place any special meeting and the purpose for the same shall be posted as required by the Commonwealth's Open Meeting Law, and given to each member of the Board of Trustees or Executive Committee, at least 48 hours in advance of said meeting.

4. Quorum

A quorum for the transaction of business shall consist of three members.

5. Order of Business

Order of Business at regular meeting shall be:

- Call to Order
- Members Present
- Bills to be Approved and Paid
- Approval of Minutes
- Report from Friends of the Flint
- Trustee's Report
- Treasurer's Report
- Director's Report
- Adjournment

Article 6 *Duties of the Board of Trustees*

1. Engage in an ongoing planning process, which assesses the needs of the library and the role of the library within the community. Ensure that the library develops to meet those needs.
2. Employ a Library Director who meets the Massachusetts Board of Library Commissioners' standards, including requirements to meet the State Library Incentive Grant Program.
 - a. Prepare a written employment contract for the Director, entailing the basic conditions of employment, as provided by Massachusetts General Laws, Chapter 78, Section 34.
 - b. Evaluate the performance of the Director annually.
3. Establish a written policy for the selection of library material and the use of library materials and facilities which is in accordance with the current standards of the America Library Association as provided for by Massachusetts General Laws, Chapter 78, Section 33.
4. Determine and uphold the policies of the library and maintain a written record thereof.
5. Advise in the preparation of the budget, approve same, and secure adequate funds to finance the approved budget.
6. Through the Library Director, supervise and maintain building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
7. Attend meetings with municipal finance and administrative boards.

8. Speak and act as an advocate for libraries in the community and maintain vital public relations.
9. Study and endorse legislation, which supports public libraries.
10. Appoint a recording secretary to keep true and accurate records of all meetings.

Article 7 *Collective Authority of the Board*

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

Article 8 *Parliamentary Rules*

Except as provided by this Policy, the current edition of Robert's Rules of Order shall govern.

Article 9 *Amendments*

This policy may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the members present, provided the amendment was stated at the preceding meeting (or, "was sent to the members at least 30 days prior to the meeting"). In the absence of a full Board, any change in this policy will be voted on at 2 consecutive meetings.

Article 10 *Policy*

This policy will be reviewed annually.

Adopted by the FPL Board of Trustees: 1/93

Amended: 3/10/1997, 9/9/2002, 9/9/2013, 6/12/2017, 6/14/2021, 8/13/2024

Reviewed: 6/8/2015, 6/11/2018, 7/9/2019, 8/10/2020, 3/13/2023