

BY-LAWS

THE BOARD OF THE LIBRARY TRUSTEES OF THE SEEKONK PUBLIC LIBRARY

Article I. Membership

In accordance with the Home Rule Charter, adopted April, 1995, and amended by town meeting action June 26, 1995, the members shall be elected from the town at large and shall be seven members, all for three year overlapping terms of office.

Board of Library Trustee members may serve an unlimited number of terms.

Article II. Officers

Section 1. Officers of the Board shall be a Chairman, a Vice-Chairman and a Secretary.

Section 2. The officers shall be elected by ballots at the first meeting following town elections where Library Trustees have been on the ballot. Term of office shall be one year.

Section 3. Vacancies on the Board of Library Trustees shall be filled by the Board of Selectmen together with remaining members of the Board of Library Trustees in accordance with the provision of General Law.

Section 4. An officer may succeed himself

Section 5. The Chairman of the Board shall preside at all meetings and generally perform the duties of the presiding officer. The Chairman will certify all bills, appoint all committees and authorize calls for any special meeting. In the absence of the Chairman, the Vice-Chairman will preside. In the absence of both Chairman and Vice Chairman, the Board may designate a Chairman pro tem for that meeting. In the absence of the Chairman, the Vice-Chairman or Secretary may certify the bills or payroll.

Section 6. The Secretary of the Board shall keep a true and accurate account of all Board meetings, issue notices of all regular meetings, have custody of the minutes and other records of the Board, and shall notify the Board of Selectmen of any vacancy on the Board.

Article III. Meetings

Section 1. The Board of Library Trustees shall meet on the third Wednesday of each month.

The first meeting following the town elections where a Trustee has been elected will be the Annual meeting.

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Section 2: Special meetings may be called by the Chairman or upon written request of two members, for the transaction of business as stated in the call. Written notices stating the time and place of any special meeting and the purpose for which it was called shall be given each member of the Board at least two days in advance of the meeting.

All meetings of the Board shall be posted at the Town Hall.

Section 3. A quorum for transaction of business shall consist of four members.

Section 4. Order of business shall be as follows:

Call to order

Reading and approval of minutes

Mail

Old business

New business

Library Director's report

Certification of bills

Adjournment

Section 5. Robert's Rules of Order, last revised edition shall govern the parliamentary procedure of the Board.

Article IV. Library Director

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library and adjoining grounds identified herein as the Seekonk Meadows under the direction and review of the Board. The Library Director shall have an Employment Agreement in accordance with M.G.L. Chapter 78, sections 33 and 34. The Library Director shall be responsible for the care of the building and equipment, for the employment and direction of the staff in accordance with the Union Contract, for the efficiency of library service to the public and for the operation of the Library under the financial conditions

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set forth in the annual budget. The Library Director may spend up to \$5,000 for capital expenditures from monies appropriated by the Town or received by the Library as non-reoccurring grants or gifts without the prior approval of the Board. The Library Director shall attend all meetings of the Board and its Standing Committees except those at which his or her appointment or salary is to be discussed or decided. In any dispute between the Library Director and the Board, the Board is the responsible party and their decision shall be final.

Article V. Committees

The Board shall meet as a committee as a whole. Exceptions for this shall be for special committees such as Building or Finance when an unusual problem arises. Such special committees shall be disbanded as soon as their specific task has been completed.

Article VI. Seekonk Meadows Committee

The Board shall appoint a Standing Committee to assist the Board in fulfilling the responsibilities assigned to it by the Town Meeting on May 24, 2010 to assume care, custody, management and control of the property known as the Seekonk Meadows, which is shown on the Assessor's map as Plat 24, Lots 61, 65 and 567. . The Committee shall be composed of up to seven (7) members, but no less than three(3), who shall be appointed for three year overlapping terms of office beginning on July 1. The Board shall designated an elected library trustee to serve as chair. The role of the Standing Committee shall be to (1) advise the Board as required on issues pertaining to the management of the Seekonk Meadows within conditions established by the Massachusetts Dept. of Environmental Protection, (2) suggest policies and guidelines for use of the property, and (3) recommend plans and budgets for the maintenance and development of the Meadows.

Article VII. Amendments

The by-laws may be amended at any regular meeting of the Board with a quorum present, provided the amendment was stated in the call for a meeting.

Article VIII. Legal Responsibilities of the Board

The by-laws, stating rights and responsibilities of the Board members and the Library Director, shall be regarded as legal and binding under the Statutes of the Commonwealth of Massachusetts and the Town of Seekonk.

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Revised: 6/85, 7/19/95, 3/19/98, 5/24/2006,2/17/2010.

Article VI Meadows Committee- amended May 21, 2014 and September 20, 2017

Article IV Library Director – amended September 20, 2017.