

**ROBBINS LIBRARY
Arlington, Massachusetts**

By-Laws of the Board of Trustees

ARTICLE I

This Board shall be known as the Board of Trustees of the Robbins Library of Arlington, Massachusetts.

ARTICLE II

OBJECT

The object of the Board of Trustees shall be to establish policies for the Robbins Library, to serve community needs for library services, to advocate for excellent library services, and to administer the Robbins Library Trust Funds. It is through the generosity of the community, through remembrances of loved ones or appreciation for services provided as well as funding from the Town of Arlington and the Commonwealth of Massachusetts that enable Robbins Library to achieve goals large and small.

ARTICLE III

MEMBERSHIP

The Board of Trustees shall consist of seven (7) Trustees with staggered three (3) year terms. Each Trustee shall be appointed by the Arlington Town Manager, subject to the approval of the Board of Selectmen of the Town of Arlington. The Library Director shall serve as an ex officio member of the Board.

ARTICLE IV

OFFICERS

- A. The Officers of the Board of Trustees shall include a Chairperson, Vice Chairperson/Secretary, and Trust Fund Liaison(s).
- B. The Board of Trustees shall elect each Officer annually at its June meeting.
- C. The Vice-Chairperson shall fill a Vacancy in the Chair, from any cause. A Vacancy in any other officer position shall be filled by appointment from the Chairperson.

- D. A nominating committee shall be appointed by the Chairperson at the May meeting of the Board and shall submit its nominations for Chairperson, Vice-Chairperson/Secretary and Trust Fund Liaison(s) at the June meeting.
- E. In the absence of any Officer, a substitute may be appointed, pro tempore.
- F. The Officers will be limited to two (2) successive terms, with the exception of the Trust Fund Liaison(s) for which there will be no limit.

ARTICLE V

COMMITTEES

- A. Liaisons: The following Liaisons are appointed by the Chairperson: and Liaisons to the Friends of Robbins Library, Friends of Fox Library, and the Arlington Libraries Foundation, and any other liaisons that may become necessary.
- B. Ad Hoc Committees: Committees may be appointed as needed by the Chairperson of the Board of Trustees, provided that the Board of Trustees has, by a majority vote, authorized the creation of any such committee. Such committees shall function as ad hoc committees and shall consider only that purpose for which they were appointed. They shall disband when their work has been completed.

ARTICLE VI

POWERS AND DUTIES OF OFFICERS

- A. The Chairperson shall conduct all meetings, appoint all committees, serve as the official representative of the Board, and fulfill all legal functions on behalf of the Board.
- B. The Trust Fund Liaison(s) shall account for all restricted and unrestricted library trust funds. He or she shall, under the direction of the Board of Trustees, keep account of all of the receipts and expenditures of the Board of Trustees. At the first regular meeting of the fiscal year of the Board of Trustees, the Trust Fund Liaison(s) shall present a report of the receipts and expenditures of the year ending the previous June 30th along with a current statement of condition. The Trust Fund liaison shall also prepare a budget for the next fiscal year. At the first regular meeting following the middle of the fiscal year, he or she shall also present a report of the receipts and expenditures of the current fiscal year to date. The Trust Fund Liaison(s) shall also make further financial reports when requested by the Board of Trustees.
- C. The Vice-Chairperson/Secretary shall, in the absence of the Chairperson, assume his/her duties.

D. In the absence of both the Chairperson and the Vice chairperson, longest serving member of the Board will preside.

ARTICLE VII

COLLECTIVE AUTHORITY OF THE BOARD

A. All Board Members shall establish written policies governing library activities and services, including a policy for the selection of library materials and the use of library materials and use of library facilities which is in accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.

B. The Board as a collective body makes all decisions of the Board. An act of the majority of the members of the Board shall be the act of the Board. No individual member may make decisions or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

ARTICLE VIII

MEETINGS

A. The regular meetings of the Board of Trustees shall be held monthly on the 2nd Tuesday of the month, except that the Chairperson may, in his or her discretion, postpone any regular meeting in consultation with the library board.

B. Regular attendance is expected. A Trustee must give advance notice to the Chairperson or Library Director whenever he or she cannot attend a meeting.

C. The date of next month's meeting is noted on the agenda. If a member cannot make the next meeting, he or she should immediately notify either the Chairperson and Library Director so that the next meeting can be rescheduled as soon as possible and noted on the posted agenda.

D. Reasonable written or electronic notice of all regular meetings must be given to the Trustees. Meetings shall take place at a Robbins Library facility. Absence from three consecutive regular meetings by any Trustee may result in a request for his or her resignation by the Chairperson.

E. The Chairperson, at his or her discretion, may call special meetings by giving written notice thereof at least 48 hours prior to such meeting.

F. All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk along with the meeting's agenda at least 48 hours in advance of the meeting date and time, and a copy of the notice will be posted in the Town Hall. All records of minutes of meetings will be available for public inspection and on the Town Website.

G. 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. The Chairperson may vote upon and may move or second a proposal before the Board.

H. All votes shall be taken by a call of the roll and the ayes and nays and those abstaining should be recorded in the minutes, provided, however, that if the vote is unanimous, only that fact need be recorded.

ARTICLE IX

ELECTRONIC ATTENDANCE AT BOARD MEETINGS

A. As authorized by the Open Meetings Law, a Trustee of the Robbins Library may attend Board Meetings or Committee Meetings by video or audio conference (or other means of contemporaneous interactive communication) provided such attendance is in compliance with these rules and any applicable laws.

B. Electronic attendance is permitted when:

1. A quorum of the Board or Committee is physically present at the meeting location
2. The Trustee wishing to attend by video or audio conference has notified the Board Chair or Library Director at least 4 hours before the meeting (unless advance notice is impractical)
3. The Trustee is prevented from physically attending because of:
 - a. Personal illness or disability
 - b. Employment purposes
 - c. Family or other emergency

C. Equipment

1. The Trustee attending electronically and Trustees physically present must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site.

D. Participation and Minutes

1. Minutes of all meetings will record whether a Trustee was physically present or present by means of video or audio conference, and counted as present for that meeting.

2. The Trustee attending electronically will participate in the same capacity as those members physically present subject to all general meeting guidelines and procedures.

3. The Trustee attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, his or her vote shall be placed in the meeting minutes.

4. A Trustee attending electronically may leave a meeting and return as in the case of any member, provided the member announces his or her leaving and returning.

ARTICLE X

AMENDMENTS

The by-laws may be amended at any regular or special meeting of the Board of Trustees by a two-thirds majority vote of the Trustees present, provided that the proposed amendment is distributed and discussed at the previous meeting of the Board of Trustees.

ARTICLE XI

GIFTS

The Board of Trustees may, in its discretion, accept gifts to the library for special purposes, in accordance to their policy on accepting gifts.

ARTICLE XII

QUORUM

Four members of the Board of Trustees shall constitute a quorum for the transaction of business. The member asking to adjourn a meeting does not need a second.

ARTICLE XIII

PARLIAMENTARY PROCEDURE

The Board of Trustees in all cases involving Parliamentary Procedure shall follow Robert's Rules of Order, revised edition. The Rules may be suspended by a two-thirds vote of the Trustees present at a given session.

ARTICLE XIV

INCONSISTENT PROVISIONS

To the extent that any provision of these By-laws is inconsistent with any provision of the Massachusetts General Laws or the Town By-laws, the Massachusetts General Laws or the Town By-laws, as the case may be, shall govern.

Trustee Bylaws - 2003

Reviewed by Board of Trustees, April 12, 2016
Amended by Board of Trustees, April 12, 2016