

# **Rules and Regulations Saugus Public Library Board of Trustees**

## **Article 1 Identification and Authority**

This organization is the Saugus Public Library Board of Trustees. The seat shall be located at the Public Library, 295 Central Street, Saugus, Massachusetts. Established by the Saugus Board of Selectmen, according to the provision of Chapter 78, Section 11 of the Massachusetts General Laws, the Board of Trustees exercises the authority and assumes the responsibility delegated to it by said statute for the provision of public library service in Saugus, Massachusetts.

## **Article II Selection and Appointment**

### **Section I: Selection**

Members are appointed by the Saugus Board of Selectmen from the Town of Saugus citizens at large. Accordingly, the appointed Trustees shall be public officials.

### **Section II: Membership**

In accordance with Massachusetts General Law, a Board consists of a membership number which can be divided by three (3). The Library Board of Trustees is considered a full Board when it consists of six (6) members. This is in accordance with the Town of Saugus charter.

### **Section III: Term of Appointment**

In accordance with Massachusetts General Law, the Board of Selectmen will appoint one-third of the Board [two (2) members] to a three (3) year term, one-third of the Board [two (2) members] to a two (2) year term and one-third [two (2) members] to a one (1) year term. Once this rotation has been established, all regular appointments by the Board of Selectmen will be for three-year terms, and two trustees out of six will be appointed by the Selectmen each year, as each set of three-year terms expires. Trustees will hold their office from date of appointment until the term expires and a successor is sworn into office. This is in accordance with the Town of Saugus charter.

### **Section IV: Salary**

All members of the Saugus Public Library Board of Trustees shall serve without salary or compensation, either directly or indirectly. This is in accordance with the Town of Saugus charter.

### **Section V: Vacancies**

A vacancy on the Board shall be reported to the Town Manager and Chair of the Board of Selectmen within five (5) calendar days by the Chair of the Library Board of Trustees, with a request that the vacancy be filled by the Board of Selectmen. An interim appointment to complete an unexpired term of a seated Board member shall not exceed the remainder of that member's current term. However, a vacancy for the position of Chair will be filled for the duration of the term by the Vice-Chair. See Article V, Section IV.

## **Article III**

### **Duties**

#### **Section I: Library Operations**

Legal responsibility for the operation of the Saugus Public Library is vested in the Board of Trustees.

#### **Section II: Rules and Policies**

Subject to state and federal law, the Board has the power and duty to determine rules, policies and regulations governing library operations and services. The Board will develop, with recommendations from the Library Director, such essential policies as service hours, use of electronic resources, meeting room usage, confidentiality of patron records and circulation. These rules, policies and regulations shall be easily understood, promote a positive public image for the Library, be fair and respectful of individual rights and consistent with the Library's mission. The Board will be the final authority on questions regarding same. The Board shall review all policies, rules, and regulations on a regular cycle of every five years.

#### **Section III: Library Patrons**

The general public is highly encouraged to patronize the Saugus Public Library on a daily basis. The Board may exclude from the use of the library any person who willfully violates library rules, policies and/or regulations. All rules, regulations and policies shall be applied without discrimination.

#### **Section IV: Appointments**

##### **Library Director**

The Board shall assist in the posting of the position of Library Director, shall accept applications, screen the applicants, conduct preliminary interviews, and, if necessary, secondary interviews with the intention of recommending the best candidate to HR and the Town Manager. Once the Town Manager has appointed a Library Director, the Board of Trustees shall supervise the properly certified and competent Library Director. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff. The Director shall be responsible for the efficiency of library services to the public. The Director shall ensure the proper selection of books in keeping within the stated policy of the Board. The Director shall act as technical advisor to the Board and shall be invited to attend all Board of Trustees meetings (but may be excused from closed sessions) and shall have no vote.

##### **Employees**

In the absence of a permanent or temporary Library Director, the Board may recommend to the Town Manager for appointment/hire such assistants and employees as may be necessary for the proper maintenance of the library and may recommend their duty hours, prescribe rules of conduct and remove same for cause.

#### **Section V: Budget**

Together with the Library Director, the Board will prepare a yearly budget for operating expenses (i.e., salaries, maintenance, supplies, and book purchases). The Board shall approve the budget then submit to the Town Manager and the Board of Selectman for authorization.

## **Section VI: Expenditures**

The Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the Library fund and shall approve all library expenditures. All Library monies shall be held by the Treasurer for the Town of Saugus since the Town Treasurer is a bonded position. The Treasurer for the Town of Saugus shall maintain the funds in a segregated account earmarked for the Library and make monthly reports available to the Saugus Public Library Board of Trustees.

## **Section VII: Facilities and Property**

### **Facilities**

The Board shall have the supervision, care and custody of the room or building constructed, leased or set apart for library purposes and it may, with the approval of the Town Manager, lease and occupy any appropriate building.

### **Property**

The Board shall receive and administer all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, trust, devise or otherwise, when not inconsistent with the terms and conditions of the gift, devise or bequest. The Board shall have the power to make and enforce all rules and regulations necessary to administer, govern and protect the library and all property belonging or loaned to same.

## **Section VIII: Legislation**

The Board shall study and support legislation that will render its use most beneficial to the greatest number and bring about the greatest good to the largest number of library users.

## **Section IX: Attendance**

Members shall be expected to attend all meetings except as they are prevented by a valid reason. When a member is unable to attend a scheduled meeting, a call must be made to the Chair no later than three (3) hours prior to the meeting start time.

## **Section X: Reports and Audits**

The Board shall approve and submit the required annual report to the Division for Libraries and the quarterly report to the Board of Selectmen for the Town of Saugus. An independent audit may be conducted by the Town of Saugus auditor in conjunction with the annual Town business audit. The audit results shall be reported, in full, to the Town Manager and the Board of Selectmen. All reports and audits of the Board of Trustees shall be located at the Town Hall with copies maintained at the library facility

## **Section XI: Business Plan**

The Trustees will develop a program of planned growth and improvement of the library and its services to the Town of Saugus. The Plan shall cultivate, advance and promote library services and access to information.

## **Article IV Conflict of Interest**

Members of the Board of Trustees must comply with all provisions of the Massachusetts conflict of interest laws, specifically:

### **Section I: Private Capacity**

Boards members may not, in their private capacity negotiate, bid for, or enter into a contract with the Saugus Public Library in which they have a direct or indirect financial interest.

## **Section II: Recusal**

A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

## **Section III: Undue Influence**

A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

# **Article V Officers**

## **Section I: Titles**

The officers shall be a Chair, a Vice-Chair and a Secretary elected from among the appointed trustees at the annual meeting of the Board held each June. The term of office shall be one (1) year from the annual meeting at which they are elected. No member shall hold more than one office at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same office. However, the Board, by affirmative vote, may waive this provision, should circumstances require it, on a term to term basis, sunsetted.

## **Section II: Nominations**

A nominating committee shall be appointed by the Chair three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

## **Section III: Chair**

The Chair shall preside at meetings of the Board of Trustees, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, sign the meeting minutes, serve as an ex-officio voting member of all committees except the nominating committee and generally perform all duties associated with the office of Chair.

## **Section IV: Vice-Chair**

The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair. The Vice-Chair shall sign the meeting minutes.

## **Section V: Treasurer**

The position of Treasurer of the Board of Trustees having been eliminated, a quarterly financial accounting shall be forwarded to the Saugus Board of Selectmen jointly by the Town of Saugus Treasurer and the Library Director as prescribed by law.

## **Section VI: Secretary**

The Secretary shall keep true and accurate minutes of all meetings of the Board, sign the meeting minutes and ensure signed minutes are forwarded to the Board of Selectman within 10 business days following the meeting date. The Secretary shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. No member of the Library staff may be designated to perform any of the above duties.

## **Section VII: Vacancy**

A vacancy occurring in any office shall be filled by a majority vote of the Board members present at the next regularly scheduled meeting. This vacancy selection shall not exceed the duration of the elected members' term.

## **Article VI Meetings**

### **Section I: Regular Meetings**

Regular meetings of the Board of Trustees, for business purposes, shall be held each month, from September through and including June. The date and hour will be set by the Board at its annual meeting.

The order of business shall be:

1. Call to order
2. Roll call
3. Public comments
4. Consent items
  - a. Preview minutes
  - b. Monthly financial statement
  - c. Communication/correspondence
  - d. Personnel
5. Library Director report
6. Friends of the Saugus Library comments
7. Chair report
8. Old business
9. New business
10. Adjournment

### **Section II: Annual Meeting**

The annual meeting, which shall be for the purpose of the election of officers and other transitional business, shall be held at the time of the regular meeting in June of each year.

### **Section III: Special Meeting**

Special meetings may be called at the direction of the Chairman, or upon written request of one-half of the Board members, for the transaction of business stated in the Notice of Special Meeting. The publicized topic(s) shall be the only business acted upon at the special meeting. Notification procedures will comply with Massachusetts law and Town of Saugus policies. Except in cases of emergency, at least forty-eight (48) hours notice shall be given. In no case may less than three (3) hours notice be given.

### **Section IV: Agendas and Notices**

Meeting agendas and notices shall indicate the time, date, and place of the meeting as well as all subject matters intended for consideration at the meeting.

### **Section V: Minutes**

Minutes of all meetings shall, at a minimum, indicate board members present, excused members, non-excused members, quorum status, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Signed Board minutes shall be forwarded to Town Hall, and posted on the web site of the library for the most recent years. Hard copies are maintained in the library's administrative offices and the Town Clerk's office.

## **Section VI: Quorum**

A quorum for the transaction of business at any meeting shall consist of two (2) members of a three (3) member Board, three (3) members of a five (5) member board, and four (4) members of a six (6) member Board present in person.

## **Section VII: Open Meetings Law Compliance**

All Board meetings and all committee meetings shall be held in compliance with Massachusetts's open meetings law (Massachusetts Statutes Sections 19.81 to 19.98). Meeting notices must be posted on the Town Hall bulletin board no later than two (2) business days (i.e. 48 hours) prior to the meeting date. Any meeting not making said deadline shall not conduct official business but may still meet for the purpose of gathering information.

## **Section VIII: Parliamentary Authority**

The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these rules and regulations and any statutes applicable to this Board.

# **Article VII General**

## **Section I. Voting**

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 Chair may vote upon and may move or second a proposal before the Board.

## **Section II: Rule Suspension**

Any rule or resolution of the Board, whether contained in these rules and regulations or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

## **Section III: Amendments**

These rules and regulations may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken. Any motion to amend these rules and regulations must be continued over for final decision at a meeting subsequent to the one at which it was initially proposed and discussed. The rules and regulations amendment must be forwarded to the Board of Selectman for final approval prior to implementation.

# **Article VIII Committees**

## **Section I: Standing Committees**

The following committees: Personnel/Staffing and Development, Facility Management, Community Engagement and Advocacy, and Funding, shall be appointed by the Chair promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. A member of the Board of Trustees will be a liaison to all committees.

**Section II: Nominating Committee**

A nominating committee shall be appointed by the Chair six weeks prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section III: Ad Hoc Committees**

Ad Hoc committees for the study of special problems shall be appointed by the Chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts, (i.e., Planning and Automation). A member of the Board of Trustees will be a liaison to all committees.

**Section IV: Authorization**

No committee shall have other than advisory powers.

Rules and regulations are adopted this 19<sup>th</sup> day of July, 2012.

Chair: Mr. Paul Allan \_\_\_\_\_  
Treasurer: Ms. Gail Murray \_\_\_\_\_  
Secretary: Mr. Matthew Canterbury \_\_\_\_\_

Revised this 23rd day of January, 2019 (and approved by the Board of Selectmen).

Chair: Ms. Debra Dion Faust \_\_\_\_\_  
Vice-Chair: Ms Laura Flynn \_\_\_\_\_  
Secretary: Ms. Roseanne Luongo \_\_\_\_\_