

# Regulations of the Board of Library Trustees of the Topsfield Town Library<sup>1</sup>

## R:2-1. Name and authorization

This organization shall be called “The Board of Trustees of the Topsfield Town Library”, existing by virtue of the provisions of Chapter 78, Sections 10 – 13, and Section 20 of the General Laws of Massachusetts, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

## R: 2-2. Trustees

### R:2-2.1. Number and Qualifications

The governing body of the Library is composed of six members elected by the Town of Topsfield.

### R:2-2.2. Term of Office

Each member shall serve a three (3) year term of office, the term of office of two (2) members expiring each year.

### R:2-2.3. Resignations

Any member of the Board of Trustees may resign by written notice filed with the Chairperson or Secretary, and the Select Board. The Select Board shall, in consultation with the Trustees, fill any vacancies of a term; this term to expire at the next town election.

Any member who fails to attend three (3) consecutive regularly scheduled board meetings will be advised of this fact in writing by the Chairperson of the Board, and asked to show his/her continued interest in continuing as a board member by faithfully attending board meetings in the future. Any member who misses four (4) consecutive meetings in a row will receive a letter from the Chairperson asking the she/he consider resigning from the board. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the board.

## R:2-3. Officers

### R:2-3.1. Election of Officers

The officers of the Board shall be Chair, a Vice-Chair, and Secretary. The officers shall be elected by the Board at the first meeting of the Board after the Town elections. They shall hold office until after the next elections.

### R:2-3.2. Duties of the Chair

- a) To preside at all meetings of the Board.
- b) To call special meetings of the Board.

R:2-3.3. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair of the Board at his/her request or in his/her absence.

R:2-3.4. Duties-of the Secretary. The Secretary or a designee in his/her absence, shall keep a true and accurate record of all meetings of the Board. The secretary or his/her designee shall also issue due notice of all regular and special meetings and perform other duties as are generally associated with that office.

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<sup>1</sup>Editor’s note: This chapter was adopted by the Board of Library Trustees on April 9, 1992 with amendments approved in 2017 and 2023.

## R:2-4. Library Director and Staff

The Board shall appoint a qualified library director, following the guidelines set down by the Massachusetts Board of Library Commissioners, who shall be the executive and administrative officer of the Topsfield Town Library on behalf of the Board and under its review and direction. The director shall select and appoint other employees and shall be responsible for the proper direction and supervision of the staff; for the care and maintenance of library property; for the selection of books and other library materials and the maintenance of the library's materials collection in keeping with the materials selection policy adopted by the Board; for the effectiveness of the library services to the public; and for the library's financial management within the limitations of the approved budget. The library director shall attend all Board meetings and shall advise the Board in library matters, including making-policy and budget recommendations.

## R:2-5. Committees

### R:2-5.1. Appointment

The Chair shall appoint committees of one (1) or more members each for such specific purposes as the business of the Board may require from time to time. The committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

### R:2-5.2. Reports

All committees shall make a progress report to the Library Board at each of its meetings.

### R:2-5.3. Powers

No committee will have other than advisory powers unless by suitable action of the Board it is granted specific power to act.

## R:2-6. Meetings

R:2-6.1. Regular monthly meetings shall be held the date and time of which shall be at the discretion of the Board. The Board shall reorganize at the May meeting after Town elections.

### R:2-6.2. Special meetings

Special meetings of the Board may be called by the Chairperson, or upon the request of two (2) members, for the transaction of business as stated in the meeting request.

### R:2-6.3. Quorum

A quorum for the transaction of business shall consist of a simple majority four (4) members.

### R:2-6.4. Order of business

Order of business at regular meetings shall be:

- a) Call to order, roll call & introductions
- b) Approval of minutes of previous meeting
- c) Committee reports
- d) Budget/Finances
- e) Director's report
- f) Unfinished business
- g) New Business
- h) Schedule next board meeting
- i) Meeting adjourned

## R:2-6.5. Open Meeting Law

All meetings of the Board shall be subject to the state's Open Meeting Law, as contained in Massachusetts General Laws, Chapter 30A. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings, except in the 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 Town Hall. Further, all records of the minutes will be available for public inspection.

## R:2-7. Duties of the Board of Trustees

- a) Engage in an on-going planning process which assesses the needs of the library and the role of the library in the community; and ensure that the library develops to those needs.
- b) Select, appoint, and regularly evaluate a competent library director.
- c) Establish a written policy for the selection of library materials and the use of library materials and facilities which is in accord with the current standards of the American Library Association, as provided for by Massachusetts General Laws, Chapter 78, Section 33.
- d) Determine, in consultation with the library director, library policies and maintain a written record of them.
- e) Advise the director in preparation of the library budget, adopt the final budget document, participate in its presentation to the town boards and officials, and work for its adoption by the municipality.
- f) Through the library director, monitor the maintenance of buildings and grounds, and regularly review maintenance needs to see that they meet the requirements of the total library program.
- g) Speak and act as an advocate for the library in the community and participate in an active public relations program.
- h) Study and support legislation which will benefit the library and the larger library community of which it is a part.

The following is part of the library trustee by-laws at one time but were not part of the Rules and Regulations.

## R:2-8. Collective Authority of the Board

All decisions of the Board are made by the Board as a collective body. No individual may make decisions or act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board. The Trustees should know, study, and abide by all local, state, and federal laws which affect libraries, and empower library trustees.

## R:2-9. Parliamentary Rules

Except as provided by these by-laws, the current edition of Robert's Rules of Order shall govern.

## R:2-10. Amendments

These by-laws may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the members present, provided that a motion presenting the amendment was made and seconded at the preceding regular meeting.

Date	Reason for editing
8/1992	Regulations adopted and approved.
3/2017	Deleted "Financial Secretary" from section R:2-3.1 Updated MGL reference in R:2-6.5 to current Open Meeting Law statute. Added sections R: 2-8, 2-9 & 2-10.
6/2023	Changed "Board of Selectmen" to "Select Board" Deleted section c under R:2-3.2. Revised Order of Business sequence in R:2-6.4. Revised R:2-3.4. Updated MGL references in R:2-1 and R:2-6.5.