

VINEYARD HAVEN PUBLIC LIBRARY
BOARD OF TRUSTEES
BY-LAWS
Adopted May 21, 2003

ARTICLE I

Name and Purpose

This organization shall be called "The Board of Trustees of the Vineyard Haven Public Library." It shall exist by virtue of the provisions of Chapter 78 of the General Laws of the Commonwealth of Massachusetts. It shall exercise the power(s) and authority granted to it under said statute. Its purpose is to ensure, to the greatest extent possible, that the policies of the Library are promulgated to the Town, and the Library's objectives are met. These objectives include:

1. The assumption of a leadership role in the community and serving as a center of information.
2. Identifying community needs which the Library can fill.
3. The promotion of enlightened citizenship and continuing self-education.
4. Advocacy of the "Library Bill of Rights" and the "Freedom to Read" statement.
5. The provision of free library service to every resident of the community and every resident of the Commonwealth of Massachusetts.

ARTICLE II

Officers

1. The officers shall be a Chairman, a Vice-Chairman, and a Secretary to be elected at the first meeting of the Trustees following the annual elections of the Town of Tisbury.
2. The term of office shall be one year.
3. A nominating committee shall be appointed by the Chairman at the meeting prior to the annual Town Meeting of the Town of Tisbury for the purpose of presenting a slate of officers to the Trustees at the first meeting of the Trustees following the annual elections of the Town of Tisbury. Nominations from the floor will be accepted at this meeting.

4. The Chairman shall:
 - a. Preside at all meetings of the Trustees
 - b. Authorize calls for special meetings
 - c. Appoint all committees
 - d. Execute all documents authorized by the Trustees
 - e. Serve as an ex-officio voting member of all committees
 - f. Perform all such other duties as are generally associated with that office
5. In the absence or disability of the Chairman, or in the event of a vacancy in that office, the Vice-chairman shall perform the duties of the Chairman.
6. The Secretary shall:
 - a. Keep a true and accurate record of all meetings of the Trustees
 - b. Post notice of all regular and special meetings in the Town Hall, certified by the Town Clerk
 - c. Perform such other duties as are generally associated with that office

ARTICLE III

Trustees

1. The number of Trustees shall be nine (9) (Amended to nine in 1992).
2. At each general election of the Town of Tisbury, three Trustees shall be elected by secret ballot for a term of three years. (Amended to three in 1992)
3. In the event of the disability, resignation, or recall of a Trustee, the Selectmen of the Town of Tisbury shall receive from the Board of Trustees a recommendation for a person to be appointed to serve as Trustee until the next general election.
4. A record of attendance of all trustees shall be kept by the Secretary.

ARTICLE IV

Meetings

1. Regular meetings of the Trustees shall be held monthly in the Library, and shall be in compliance with Chapter 39, Section 23B of the General Laws of the Commonwealth of Massachusetts.
2. The order of business for a regular meeting shall include, but not be limited to, the following items, which shall be placed before the meeting in the sequence shown insofar as circumstances will permit.
 - a) Roll call of members
 - b) Disposition of the minutes of the previous meeting and any special meetings.
 - c) Communications
 - d) Financial report and approval of bills
 - e) Director's report
 - f) Committee reports
 - g) Unfinished business
 - h) New Business
 - i) Public presentations to and or discussion with, the Trustees, including the report from the Friends of the Library
 - j) Adjournment
3. Special meetings may be called by the Secretary under the direction of the Chairman, or at the request of any five (5) Trustees, for the transaction of business as stated in the call for the meeting.
4. A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person.
5. Roberts' Rules of Order shall govern proceedings of all meetings.

ARTICLE V

Library Director

The Trustees shall appoint a qualified person as Library Director.

ARTICLE VI

Committees

1. The Chairman shall appoint committees of one or more members each for such specific purposes as the business of the Trustees may from time to time require. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Trustees.
2. All committee shall make a progress report at each meeting of the Trustees.

3. No committee shall have other than advisory powers unless, by suitable action of the Trustees, it is granted specific power to act.

ARTICLE VII General

1. An affirmative vote of the majority of all Trustees present at the time shall be necessary to approve any action before the Board of Trustees.
2. These By-Laws may be amended by a majority vote of all members of the Board of Trustees, taken in the following manner: the proposed amendment shall be first read at a meeting of the Board of Trustees. Next a copy of the revised By-Laws or proposed amendment shall be distributed to each member of the Board of Trustees at least ten (10) days prior to its next meeting. Finally, the proposed amendment shall be voted upon at the next meeting of the Board of Trustees.
3. The Trustees shall prepare an annual report for submission to the Board of Selectmen in time for inclusion in the annual Town Report.
4. The Trustees shall prepare a budget each year and submit it to the Board of Selectmen.