

## **Duxbury Free Library Policy: By-Laws**

### **ARTICLE I: Name and Purpose**

The Library shall be known as the Duxbury Free Library, and its purpose shall be to operate and maintain a public library in the Town of Duxbury.

### **ARTICLE II: Trustees**

*Section 1. Trustees.* The Board of Trustees of the Duxbury Free Library shall constitute six members. Each member shall serve a three-year term of office, the term of office of two members expiring each year.

*Section 2. Resignations.* Any trustee may resign by written notice filed with the Chair or Secretary and the Selectboard of the Town of Duxbury. The Selectboard of the Town of Duxbury and the Board of Trustees of the Duxbury Free Library shall fill any vacancies by publicly soliciting eligible candidates, interviewing candidates in a joint public meeting, and selecting a trustee by roll call vote of both boards in accordance with the provisions of Massachusetts General Laws, Chapter 41, Section 11.

### **ARTICLE III: Officers and Duties**

*Section 1. Officers.* The officers of the Board of Trustees shall be a Chair, a Vice Chair, and a Secretary, elected by the Board at the Annual Meeting of each year.

*Section 2. Chair.* The Chair shall preside at all meetings of the Board of Trustees and shall perform such duties as the Board of Trustees may from time to time designate.

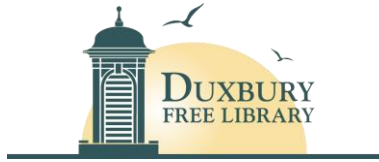
*Section 3. Vice Chair.* The Vice Chair shall serve as Chair in the absence of the Chair and shall perform such duties as the Board of Trustees may from time to time designate.

*Section 4. Secretary.* The Secretary shall serve as Chair in the absence of the Chair and Vice Chair. The Secretary shall have such powers and perform such duties as the Board of Trustees may from time to time designate.

### **ARTICLE IV: Meetings**

*Section 1. Regular and Annual Meetings.* The regular meetings of the Board of Trustees shall generally be held on a monthly basis, the date to be at the discretion of the Board. The Annual Meeting of the Board of Trustees shall be held at its first regular meeting following annual Town elections. Special meetings may be called at the discretion of the Board.

*Section 2. Quorum.* At all meetings of the Board of Trustees, four members shall constitute a quorum for the transaction of business.



## **ARTICLE V: Duties**

*Section 1. Annual Report.* An Annual Report of the progress and functions of the Duxbury Free Library shall be presented to the Selectboard of the Town of Duxbury at the time designated by the Selectboard.

*Section 2. Annual Budget.* In conjunction with the Library Director, the Board of Trustees shall oversee, approve, and present to the Town of Duxbury an Annual Budget for the maintenance and purposes of the Duxbury Free Library.

*Section 3. General Supervision.* The Trustees shall have general supervision of the care and maintenance of all properties of the Duxbury Free Library and shall have general supervision of the operation of the library and the employees, and shall regulate use and management of the Library.

## **ARTICLE VI: Committees**

The Trustees shall appoint such Committees as they deem necessary for the welfare and purposes of the Duxbury Free Library.

## **ARTICLE VII: Library Director**

*Section 1. Appointment.* The Library Director shall be appointed by the Board of Trustees. All other employees shall be nominated by the Library Director for affirmation by the Board and in agreement with terms set by the By-Laws of the Town of Duxbury.

*Section 2. Powers.* The Library Director, under the supervision of the Board of Trustees, shall have immediate charge and supervision of the Library Building and all persons employed therein, and shall be held responsible for the care and preservation of the books and other property belonging to the Library. The Library Director shall enforce the policies adopted by the Trustees.

## **ARTICLE VIII: Amendments**

These By-Laws may be amended or repealed at any annual, regular or special meeting of the Board of Trustees by a two thirds (2/3) majority vote of the Trustees; notice of the proposed changes having been given to the members in the call for the meeting, two weeks in advance.

*This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.*

*Adopted: Library Board of Trustees, 9/16/1997*

*Last Revised: 2/27/2024*

*Last Reviewed: 2/27/2024*