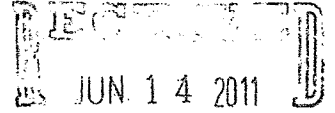


**BYLAWS OF THE MN SPEAR MEMORIAL LIBRARY
SHUTESBURY, MASSACHUSETTS
APPROVED BY THE TRUSTEES , APRIL 2011**



ARTICLE I. MISSION STATEMENT

BY:.....

The M. N. Spear Memorial Library strives to provide Shutesbury residents of all ages with materials and programs to meet their education, entertainment and information needs in an environment that fosters community. We aim to be a place where past and future are joined, not only in our collection of local historical information and current technological resources, but also by bringing together community members young and old to share and learn from one another. We endeavor to help all our patrons make the most of the current technologies that can provide vital information services, as well as entertainment and cultural enrichment.

ARTICLE II. NAME AND AUTHORIZATION

The name of this organization is the Board of Trustees of the M.N. Spear Memorial Library, a public library existing by virtue of the provisions of Chapter 78, D Section 10-13, and 21 of the Massachusetts General Laws (MGL), and the By-Laws of the Town of Shutesbury.

ARTICLE III. RESPONSIBILITIES

1. The Board shall have those responsibilities as provided by MGL, Chapter 78, Section 11 and the By-Laws of the Town of Shutesbury as regards the custody and management of the Library and of all property owned by the Town pertaining to the Library. The Board Shall be responsible for all monies appropriated by the Town for the Library and all money or property received by the Town by gift or bequest for the Library.
2. The Board shall appoint a qualified Library Director who shall be the executive and administrative office of the Library on behalf of the Board and under its review and direction. Responsibilities delegated by the Board to the Library Director shall include selection of books and other materials, maintenance of library collections, expenditure of funds with the approved budget, direction of library operations and provision of services to the public. The Library Director shall attend all Board meetings.
3. The Board 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 facilities which is in accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Section 33.
4. The Board shall execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78 Section 34.

ARTICLE IV. OFFICERS

1. The officers of the Board shall be a Chairperson, a Vice-Chairperson and a Secretary.
2. The Chair 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.
3. The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of Chairperson.
4. The Secretary shall post all meetings as required by law, keep a true record of all meetings of the Board, (submit a copy to the town clerk) and be responsible for correspondence as directed by the Board.
5. Officers shall be elected from the Board at that regular meeting of the Board which immediately follows the Annual Town Meeting elections. The term of office shall be one year. In the event of a vacancy in any of the officer's positions during the year, that vacancy shall be filled by a vote of the Board.
6. The Treasurer will work, as needed, with the Library Director on the library budget.

ARTICLE V. MEETINGS

1. Regular meetings shall be held at the Shutesbury Town Hall on the second Tuesday of each month beginning at 7pm. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever he/she cannot attend a meeting. (email the Board)
2. Special meetings may be called by the Chairperson, or at the request of a majority of members.
3. A quorum shall be four members of the Board.
4. 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 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.
5. There shall be a prepared agenda which shall include: Call to order, approval of minutes of previous meetings, report of the Library Director, reports of other library staff, reports of committees, action items and other business.

ARTICLE VI. COMMITTEES

Special Committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the Chairperson. Such committees shall function as ad hoc committees and shall consider only that purpose for which they are appointed. They shall disband when their work has been completed.

ARTICLE VII COLLECTIVE AUTHORITY OF THE BOARD

All decisions of the Board are made by the Board as a collective body. 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. PARLIAMENTARY RULES

Except as provided for by these By-Laws, the current edition of "Robert's Rules of Order" shall govern.

ARTICLE IX. 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, providing that a motion presenting the amendment was duly made and seconded at the previous regular meeting.

ARTICLE X. 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.

Signatures:

Karen Traub Chair

Amy Beth

Gary Hirshfield

Michele Regan-Ladd- Secretary

Michel Sedor

