

**BOARD OF TRUSTEES
TRURO PUBLIC LIBRARY
FRIDAY JUNE 18, 2021**

11:30am

**On outside deck,
or via "Go to Meeting"**

Present: Martha Magane, Chair; Keith Althaus; Sally Brotman; Tricia Ford, Library Director; Ann Courtney, FOTL

Absent: Mary Abt; Meg Royka

The Chair called the meeting to order at 11:35am

The minutes of May 21, 2021 were approved with corrections.

FOTL Report:

Ann Courtney reported that next Friday, June 25th, will be the first meeting of the FOTL Board since the Covid quarantine. She also announced the most recent membership figure is 169. It was not clear if that number represents individuals or includes family memberships. That will be clarified at the next Board meeting. There is a great need for volunteers for Books Down Under, which produces more income than the Book Sale. The volunteers are needed to sort donated books. Given limited storage space there also needs to be an upgrading of the standards of age, condition of books. And volunteers are also needed for positions on the Board of the FOTL. The Trustees acknowledged their appreciation and gratitude for the work of Ann Courtney.

Director's Report: (attached)

The Director passed around a copy of the completed survey of artworks in the possession of the Library.

A new people-counter, needed to collect data for the State, will soon arrive and be in place. There was discussion about the wiring of the Anne B Brock Community Room. We would like to be able to film meetings of Town Committees as well as Library events such as lectures, readings, concerts which could then be broadcast on local tv.

Concern was expressed that the Library-School connection has weakened because of the cutback in monthly visits of students by bus. Sally Brotman wondered whether we could find data that evaluates the long-term advantages of such visits.

MBLC and restoration of hours open requirements for FY23 State Aid

The Director said this does not directly affect at this time.

Website We are currently changing and updating information to make it current.

Review and approval of Trustee Bylaws

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Sally Brotman made a motion that to conform with State wording the following phrase be inserted in Article V. #5. in the third sentence, following "time": "and shall be publicly posted at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays." Motion was seconded by Althaus, and approved 3 – 0. Brotman moved that the entire revised Truro Board of Library Trustees Bylaws be adopted. Althaus seconded the motion. It was adopted unanimously 3 – 0.

Truro Board of Library Trustees Bylaws

ARTICLE I. Name and Authorization

The name of this organization is the Truro Board of Library Trustees, existing by virtue of the provisions of Chapter 78, Sections 10-13 and 21 of the Massachusetts General Laws, and the Charter of the Town of Truro (TC)*.

ARTICLE II. Membership

The Board shall be composed of five members (TC 6-3-1) who shall serve without compensation for a term of three years (TC 6-2-6). Election of members shall be staggered, one being elected one year and two the following two years.

Any member may resign by written notice filed with the Town Clerk and with the Board of Library Trustees.

A vacancy on the Board shall be filled by the Select Board in consultation with the Board of Library Trustees (TC 6-2-10).

Any member who fails to attend three consecutive regularly scheduled Board meetings will receive a letter from the Chair reminding that member that regular attendance is a responsibility of all Trustees. Four consecutive absences shall constitute a de facto resignation, and the Chair shall notify the appointing authority that a vacancy has occurred. In the event of illness or other extenuating circumstances, exceptions may be made by formal vote of the Board (TC 6-4-7).

ARTICLE III. Responsibilities

- The Board shall have those responsibilities as provided by Massachusetts General Law, Chapter 78, Section 11 and the Charter of the Town of Truro regarding the custody and management of the Library and all property owned by the Town pertaining to the Library (TC 4-2-3, 5-3-1). The Board shall oversee the expenditure of monies appropriated by the Town for the Library.**

The Board shall consult with the Town Manager to recommend for appointment a qualified Library Director and any other personnel required (TC 5-4-3). The Library Director shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Responsibilities of the Library Director and other personnel are outlined in specific job descriptions.

(continued)

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***TC references to the Town Charter in these Bylaws are to chapter, section and paragraph.**

**A report shall be submitted by the Board for the annual Town Report (TC 6-2-1)
The Board shall establish written policies governing library activities and services, including policies for the selection of library materials and the use of library materials and facilities. Board policies should be in accord with current standards of the American Library Association as provided for by Massachusetts General law, Chapter 78, Section 33.**

ARTICLE IV. Officers

**The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary.
The Chair shall conduct all meetings, appoint all committees, serve as official representative of the Board, and fulfill all legal functions on behalf of the Board.
The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.
The Secretary shall post minutes of all meetings of the Board as required by law, keep a true record of all meetings of the Board, keep a record of attendance, and be responsible for correspondence as directed by the Board.
Officers shall be elected from the Board at that regular meeting of the Board which immediately follows the Annual Town Elections. The term of office shall be one year. In the event of a vacancy in any of the officers' positions during the year, that vacancy shall be filled by a vote of the Board.**

ARTICLE V. Meetings

**Regular meetings shall be held monthly at the Truro Public Library, date and time to be posted at Town Hall. Regular attendance is expected. A Trustee is expected to give advance notice to the Chair if unable to attend a meeting.
Special meetings may be called by the Chair or at the request of the majority of the members.
A quorum shall consist of a majority of the members.
There shall be a prepared agenda.
All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the Massachusetts General laws, 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 shall be publicly posted at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. A copy of the notice will be posted in the Town Hall. The minutes of meetings will be available for public inspection.**

ARTICLE VI. Committees

Ad Hoc Committees for the consideration of special problems or for the performance of specifically assigned tasks may be appointed by the Chair. Such committees shall consider only that purpose for which they were appointed. They shall disband when their work has been completed.

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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, act, or speak for the Board unless authorized to do so by a vote of the membership of the Board.

ARTICLE VIII. Parliamentary Rules

Except as provided for by these Bylaws, the current edition of *Robert's Rules of Order* shall govern.

ARTICLE IX. Amendments

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by 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 Bylaws is inconsistent with any provision of the Massachusetts General Laws or the Truro Town Charter, the Massachusetts General Law or the Town Charter, as the case may be, shall govern.

Approved by the Board of Trustees: Revised, June 18, 2021

Library Director evaluation:

It was agreed to table this discussion until next meeting, and further agreed to invite Sally Brotman to attend for her input.

Any other business...

Althaus suggested we look around for another spot within the Library in which to display our recently restored quilt, where it would be easier to see and be better appreciated.

Adjourned: 12:56pm

Next meeting July 16, 2021, 11:30am, TPL

Respectfully submitted,

Keith Althaus

