HOPKINTON TOWN LIBRARY

BOARD OF TRUSTEES

BY-LAWS

I. Name: The organization shall be known as the Hopkinton Town Library Board of Trustees.

II. Purpose and Objectives: The objectives of the Board of Trustees are the following:

1. To develop the policies for operation of the Library.

2. To employ the library director and staff to operate the Library.

III. Membership:

The Board of Trustees shall consist of five members elected by the residents of the Town

of Hopkinton. Each Trustee will serve a three-year term. The terms are staggered so that

Two terms expire each of the first two years and one term expires the following year. If a

Trustee resigns before his/her term is completed, the remaining members will recommend

to the town's Select Board a replacement to serve on the Board of Trustees until the

next town election in March.

IV. Duties:

The Board of Trustees is the policy forming body of the Library. Its duties shall include but not be limited to, determining rules and regulations governing library services, supervising and directing the library director's preparation of an annual budget, and generally overseeing the Library's operation. Trust fund financial records shall be included with the town report and maintained by the Board on a calendar year basis. The trust fund records shall be audited annually.

V. Officers:

The Board shall elect the chair, recording secretary, corresponding secretary, a treasurer

and liaison with the Hopkinton Town Library Foundation.

VI. Duties of Officers:

The Chair shall collaborate with the Director on an agenda and preside at each

meeting. In case of absence, Chair will appoint a board member to conduct the meeting.

The recording secretary keeps records of all meetings and provides minutes as

directed by the Board.

The corresponding secretary shall handle all correspondence including acknowledgement

of gifts to the Library and other duties as designated by the Board.

The treasurer shall report all trust funds, gifts, memorials, and income from fines and fees

associated with Library services, and invest the same pursuant to the Board's advice.

VII. Meetings:

The Board of Trustees shall meet a minimum of nine times annually to discuss

library policy and operations. The Board shall meet on the 4th Wednesday of each

month unless otherwise designated by the chair. All trustees are responsible for

attending all meetings unless official notification of absence is made. Failure to notify may

result in dismissal from the Board.

VIII. Quorum:

A 3/5th quorum is necessary to conduct business. Any decisions made without

a quorum must be ratified or rejected by the Board at the next scheduled meeting.

IX. By-law Amendment:

These by-laws may be amended at any meeting by a majority vote of the Board after a

proposal to amend has been made at the previous meeting and the chair has notified all

members of the proposed amendments.

X. Committees:

There will be no standing committees. When a committee is needed, the chair upon

consultation with the Board shall appoint members as needed.

XI. Library Director:

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be the Library's chief executive officer and be responsible for the Library's daily administration. The Library Director shall report directly to the Board and is authorized to develop Library programs, establish its organizational structure, purchase materials and undertake such other activities as may be necessary for the Library's operation, subject to the direction of the Board. The Library Director shall make reports at Board meetings. The Board shall formally evaluate the performance of the Library Director at least once a year. This evaluation shall be placed in the permanent personnel file at the Library.

XII. Responsibilities:

Legal responsibility for the operation of the Hopkinton Town Library is vested in the Board

of Trustees, which is the policy-forming body of the institution.

Adopted June, 1986

Revised June, 1991

Adopted June, 1994

Amended September, 1999

Revised February, 2003

Revised and Adopted May, 2014

Revised and Adopted July 2020