

# Bylaws of The Thomas Memorial Library Board of Trustees

## Introduction

The Thomas Memorial Library Board of Trustees (TMLBoT) is an “advisory board”. The board represents the long-term best interest of the community and acts in an advisory capacity to the Library Director and to the town government regarding library budget, library personnel, and policy. Its main function is to encourage the public to use library facilities, collections, and programs.

Knowledge of the authority under which the board functions is essential for an effective functioning board. The responsibility and duties of the trustees should be clearly outlined in the bylaws. Implicit in that authority is the duty of all board members to work together with the library director toward providing the best library service possible with the financial means available and, if necessary, to oversee the prudent expenditure of such resources. The TMLBoT is an advocate for the library in the community and the trustees should be informed of and involved with any developments on the local, state and national level which will affect future library services.

The new era of electronic information raises new issues and challenges to libraries, and it is up to library trustees to support and be guided by the principles which have guided public library service in the past: equity, open and affordable access, privacy, first amendment rights, and easy access to electronic information.

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## ARTICLE I

- Section 1. Name. The name of the organization shall be the Board of Trustees of the Thomas Memorial Library.
- Section 2. Authorization. The legal basis for the existence of the Board is found in Article II, Sec. 3-2 of the Council-Manager Charter of the Town of Cape Elizabeth.
- Section 3. Purpose. The Board of Trustees serves as an advisory board. Its mission is to represent the long-term best interest of the community regarding policies for the library. The board will be an advocate for the library in the community and assist the Library Director in identifying community interests and needs as well as in developing long- and short-term goals for the library. The Board may also assist in carrying out aforementioned goals.

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## Section 4. Duties of Trustees.

- a. Monitor library operations and programs to assure relevance to the community and conformity with applicable laws.
- b. Assist the Library Director with planning in areas such as programs, staffing levels, technology, facilities, and financial planning including preparation of budgets.
- c. Promote cooperation between the library, Friends of TML, and other interested parties.
- d. Serve as an advocate of the library with respect to resource allocation by the town.
- e. Encourage the public to use library facilities, collections, and programs.

## **ARTICLE II**

### Section 1. Members.

The Board shall consist of seven (7) members who shall be residents of the Town and shall be appointed by the Cape Elizabeth Town Council and shall serve for a term of three years, not exceeding two (consecutive) full terms. New members shall be appointed to hold office from January 1<sup>st</sup> of each year.

The Library Director serves as a non-voting eighth member of the Board.

### Section 2. Vacancies.

Any vacancies occurring on the Board of Trustees shall be filled for the unexpired term by the Town Council.

## **ARTICLE III**

### Section 1. Officers.

The officers shall be a chairperson and a secretary, elected from among the current trustees at the February meeting.

### Section 2. Nominations and Election.

Nominations will be made from the floor and voted upon during the February meeting.

Election shall be by a majority vote.

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Section 3. Term of Office. Officers shall serve for one year from the March meeting until their successors are elected at the next February meeting.

### **ARTICLE IV**

Section 1. Chairperson. The Chairperson shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of any committees except the nominating committee, and generally perform all duties associated with that office.

Section 2. Secretary. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. These duties shall include submission of meeting minutes to the Town Clerk in a reasonable time after each meeting.

Section 3. Vacancies. In the absence of or disability of the chairperson or the secretary, the duties of those officers shall be performed by such other member(s) of the Board as the Board may designate.

### **ARTICLE V**

Section 1. Regular Meetings. The Board shall hold regular monthly meetings between September and July on the third Thursday of each month or such other date as may be approved by a majority of the Board.

Section 2. Annual Meeting. The annual meeting for the purpose of the election of officers shall be held during the regular February meeting.

Section 3. Special Meetings. Special meetings may be called by the chair or by a majority of the members of the Board for the transaction of business as stated in the call for the meeting.

Section 4. Quorum. A majority of the members of the board, present in person, one of whom must be an officer of the board, shall constitute a quorum for the transaction of business.

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Section 5. Votes. A simple majority of those present shall be required for action.

Section 6. Notice of Meetings. Verbal or written notice shall be given by the secretary to the Town Clerk at least seven days prior to the meeting, stating the place, date and hour of the meeting. The Town Clerk will forward this information on to the local press.

### **ARTICLE VI**

Section 1. Committees. The Chairperson shall appoint committees for specific purposes as the business of the Board may require. All committees shall make progress reports to the Board of Trustees at regular intervals.

### **ARTICLE VII**

Section 1. Amendments. These Bylaws may be amended, altered, or repealed by a vote of the majority of members of the Board at any regular meeting of the Board provided that a notice of such meeting is mailed 14 days prior to the meeting and contains notice of the proposed alteration. All such amendments are subject to the final approval of the Town Council.