

By-Laws of the  
Trustees of the Thomas Crane Public Library  
Quincy, Massachusetts

ARTICLE I: NAME

Section 1. This organization shall be called “The Board of Trustees of the Thomas Crane Public Library”, existing by virtue of the provisions of the provisions of Chapter 202 of the Acts of 1880 and Chapter 347 of the Acts of 1888 of the Massachusetts General Laws and exercising the powers and authority and assuming the responsibilities delegated to it under said laws.

Section 2. The trustees are six in number and are appointed by the Mayor for a term of one year.

ARTICLE II: OFFICERS

Section 1. The officers shall be a Chairperson, Vice-Chairperson, a Secretary and a Treasurer, elected from among the appointed trustees at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected, limited to four consecutive terms. In the event that there is a mid-year officer vacancy, the Board shall elect a successor within thirty (30) days to fill the remaining term of the vacant position.

Section 3. The Chair shall:

- Preside over all meetings of the Board
- Authorize calls for special meetings
- Schedule and determine the agenda for all meetings, in consultation with the Board
- Appoint all committees and serve as ex-officio voting member of them
- Execute all documents authorized by the Board

Section 4. The Vice-Chair shall:

- Assume the duties and powers of Chair when the Chair is absent or otherwise unable to perform the duties

Section 5. The Secretary shall:

- Keep full records of all meetings of the Board
- Issue notice of all regular and special meetings
- Initiate a Board Self Evaluation process at least biennially

Section 6. The Treasurer shall:

- Have charge of all money which the board may receive by gifts or bequest for the library in accordance with the provisions of such gift or bequest and the laws of the Commonwealth of Mass.

- Pay all bills approved by the Board out of the funds in the Treasurer’s care
- Have no authority to invest or reinvest any money or securities held for the library except by special vote of the Board
- Be bonded in any amount the Board may require, the cost of the bond being paid from the funds of the library
- Serve as chair of the Finance Committee

### ARTICLE III: MEETINGS

Section 1. Regular meetings shall be held each month, except July and August, the date and hour to be set at the discretion of the Board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in February of each year or at the first regular meeting following the ’s appointments of trustees.

Section 3. Special meetings shall be called by the Secretary whenever the Chair so directs, or at the request of two trustees.

Section 4. A quorum for meetings shall consist of four trustees.

Section 5. Notice of all meetings shall be sent to each trustee at least three days before the meeting or by personal communication in case of emergency.

Section 6. Open Meeting Law: All meetings of the Board shall be subject to Massachusetts’ Open Meeting Law, as set forth in Massachusetts General Laws Chapter 30A, Sections 18-25. In particular, all meetings are open to the public unless held in executive session under the terms of the law. A notice of all meetings, except in case of emergency, will be filed with the City Clerk at least 48 hours beforehand and a copy of the notice will be posted in City Hall. Further, all records of minutes of meetings will be available for public inspection.

### ARTICLE IV: COMMITTEES

Section 1. The Chair shall appoint committees for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed.

Section 2. There shall be the following standing committee(s):

- Finance Committee

Section 3. The Finance Committee shall consist of the Treasurer and two members appointed by the Chair and shall:

- Monitor trust fund investments and recommend changes in investment policy
- Review fiscal year-end reports for all trust funds and report to the Board as needed

## ARTICLE V: LIBRARY DIRECTOR AND STAFF

Section 1. The Board shall select and recommend to the Mayor for appointment a library director who meets the qualifications established by the Mass. Board of Library Commissioners and the Board of Library Trustees. The Director shall be the executive and administrative officer under the Board's review and direction.

Section 2. The Director shall recommend to the Board all other appointments to or dismissals from the staff. The Director, however, may suspend any employee for cause and report the facts with recommendations to the Board.

Section 3. The Director shall, under the direction of the Board, have the general charge, management and control of the library and its branches and of all persons employed therein.

Section 4. All appointments and dismissals shall be processed as regulated by the personnel policies and ordinances of the City of Quincy.

## ARTICLE VI: BY-LAWS

Section 1. These By-Laws may be amended by a two-thirds majority at any regular meeting, provided that notice of the proposed amendment and its intent shall have been given at the previous meeting.

## ARTICLE VII: VACANCIES

Section 1. If a Board member misses three consecutive meetings without reasonable explanation, or in the event of a vacancy prior to the end of an individual trustee's term of office, the Board will inform the Mayor and recommend replacement of said trustee.

## ARTICLE VIII: COLLECTIVE AUTHORITY

Section 1. All decisions of the Board are made by the Board as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by a vote of the Board. The directions of the Board to the Director shall be given by the entire Board or by the Chair when acting for the Board.

Adopted April 4, 1923

Amended June 1, 1938; June 17, 1991; October 18, 2004; October 28, 2013; November 7, 2016