

PEABODY INSTITUTE BOARD OF TRUSTEES

BYLAWS

Adopted September 11, 2018, Amended June 5th, 2023

Article I - Name

The Name of this organization shall be the PEABODY INSTITUTE LIBRARY OF PEABODY, MA

Article II - Objectives

The objective of the organization shall be to operate as an agency of the City of Peabody having the custody and management of the public library system of the City of Peabody in accordance with Chapter 197 of the Massachusetts Acts and Resolves of 1976.

Article III - Board of Library Trustees

Section 1 - Election

The twelve Trustees of the Peabody Institute Library are elected in accordance with Section 43 of Chapter 300 of the Acts of 1916 and elected pursuant to Chapter 338 of the Acts of 1936 as modified by Chapter 97 of the Acts of 1941 and Chapter 190 of the Acts of 1947.

Section 2 - Duties

The Trustees shall transact the regular business of the Peabody Institute Library and shall have the general management and direction of all the funds and property of the Peabody Institute Library. All monies received by the Peabody Institute Library which are without appropriation can only be utilized by a majority vote of the Board of Trustees.

The Director, Assistant Director, and all Department Heads who conduct the business of the Peabody Institute Library, all in accordance with the General Laws and the Charter and Ordinances of the City of Peabody and the agreement of the Peabody Federation of teachers, Local 1289, American Federation

of Teachers, AFL-CIO, shall be employees hired by the Board of Trustees.

Section 3 - Committees

The Trustees may create special committees to accomplish their designated objectives. The President shall appoint the committees for a term of one year and designate the Chairperson of each. The committees shall operate to develop and implement the policies as determined by the Board of Trustees, provide reports of progress to the Trustees at regular meetings, and recommend to the Board courses of action for the accomplishment of its objectives. The committees shall have no power to bind the Peabody Institute Library with respect to any action without the specific authorization from the Board of Trustees.

Section 4 - Meetings

The Trustees shall meet for their Annual Meeting on the first Tuesday of January and for regular meetings on the first Tuesday of each month at such time and place as the President may determine. A meeting falling on a holiday shall be held on the following Tuesday. Special meetings shall be held by order of the President or by written request of two or more Trustees.

In addition to the notice required by the General Laws Chapter 39, Section 23A, regarding meetings of government bodies, a written notice of the agenda, time, and place of all meetings shall be sent at least 48 hours, excluding weekends and holidays, prior to such meeting to each Trustee, the Library Director, and Assistant Director by the Library Director or designee. In the case of an emergency meeting, a notice shall be posted as soon as reasonably possible prior to such meeting.

A quorum shall consist of seven Trustees. In the event of vacancies on the Board of Trustees, a quorum shall consist of a majority of the remaining members.

The President shall preside at all meetings which shall be conducted in accordance with General Laws Chapter 39, Section 23A and Robert's Rules of Order. In the absence of the President, the Secretary shall preside at meetings. In the event the President and Secretary are absent, the senior member will preside over the meeting. In the event of demise, incapacitation, or resignation of the Board President, the Board shall conduct an election process if more than three months of the term remains.

Article IV - Officers

There shall be the following Officers of the Board of Trustees of the Peabody Institute Library who shall be elected by the Trustees in the first order of business at the Annual Meeting and shall serve for a term of one year or until their successors are elected.

Section 1 - President

The President shall preside at all meetings of the Board of Trustees. The president shall appoint all committees at the commencement of the term of office and shall be an ex-officio member of all committees. During the term of office, the President may remove a member appointed to a committee for cause approved by the Board of Trustees. The President shall perform all duties incident to the office of President sustaining an executive and advisory relation to the work and policies of the Peabody Institute Library.

Section 2 - Treasurer

The Treasurer shall oversee the Library Trust funds and finances.

Section 3 - Secretary

The Secretary or designee shall prepare minutes of each Board of Trustees meeting and shall send a copy of said minutes to each Trustee and Library Director for approval at the next meeting.

Article V - Library Director and Assistant Library Director

The Board of Trustees shall select and employ a Library Director who shall be qualified through education and experience. The Library Director shall be granted the necessary authority for, and be held responsible for, the administration of the Peabody Institute Library and all activities and departments subject only to such policies as may be adopted and such orders as may be issued by the Board of Library Trustees; the General Laws of the Commonwealth of Massachusetts; and the Charter and Ordinance of the City of Peabody.

The Board of Trustees shall select and employ an assistant Library Director who shall be qualified through education and experience and assist the Library Director in the discharge of all duties, and in the absence of the Library Director, shall discharge all of the duties of the Library Director.

Section 1 - Duties Relative to the Library Service

The Library Director shall insure the quality of the library service offered to the community utilizing the best and most efficient library science technology available.

The Library Director shall be charged with the management of the collection and shall determine the accession and de-accession of the library materials used by patrons on a daily basis.

The Library Director shall prepare a plan of organization of all personnel necessary for the operation of the Peabody Institute Library and shall develop and maintain personnel policies and practices in accordance with the City of Peabody and the Board of Trustees.

The Library Director shall be the liaison official in all matters but shall have no authority to bind the Peabody Institute Library without the express authority of the Board of Trustees.

The Library Director shall implement the policies made by the Board of Trustees.

The Library Director is authorized by the Board of Trustees to hire all library positions with the exception of Assistant Library Director.

The Board of Trustees may evaluate and assess the performance of the Library Director in conjunction with the evaluation process of the City of Peabody.

The Peabody Institute Library will exclusively utilize for all employees the policies and procedures regarding promotions/reassignments as set forth in Article 6 in the agreement between the City of Peabody, and Peabody Federation of Teachers Local 1289, American Federation of Teachers, AFL-CIO.

Section 2 - Duties Relative to the Board of Trustees

The Library Director shall prepare and submit to the Board of Trustees an Annual Report at the December meeting which shall be affixed to the minutes of that meeting. The report shall evaluate the performance of library service currently offered relative to the interests and demands of the community and recommend the adoption of certain policies to improve the quality of library service.

The Library Director shall keep apprised of all legislation, regulations, or ordinances which affect the Peabody Institute Library and shall report to the Board of Trustees accordingly.

The Library Director shall be custodian of all records and books of the Board of Trustees and shall maintain them in an organized and accessible manner.

The Library Director shall attend all regular meetings of the Board of Trustees and shall render a Director's Report at each regular meeting. In the Director's absence, the Assistant Library Director shall attend.

The Library Director shall provide for a program of orientation of new Trustees to the Peabody Institute Library and to make available to all Trustees a program of continuing education.

The Library Director or designee shall give written notice of all meetings of the Board of Trustees and its committees and shall prepare an agenda for the Annual Meeting, all regular meetings, and any special meetings in accordance with Section 3.

Section 3 - Agenda

A written agenda of matters to be considered at each meeting of the Board of Trustees shall be compiled by the Library Director and shall be sent to each Trustee along with the notice of the meeting. All agenda items must be submitted to the Director by the twenty fifth of each month.

The Library Director shall include with the agenda such historical and other information in respect to each agenda item requiring a Board vote as may be reasonably necessary for the Trustees to understand the ramifications of such agenda items. Such information shall include the succinctly-stated views of

the Library Director, the library staff, and the library community.

The agenda shall include the following matters:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of minutes of the previous meeting
- (4) Receipt of Communication
- (5) Report of the Library Director
- (6) Reports of committees
- (7) Unfinished business
- (8) New business
- (9) Resolution
- (10) Any matter suggested by a Trustee to the Library Director prior to the issuance of the notice and agenda
- (11) Any matter suggested by any person, in writing, to the Library Director prior to the issuance of the notice and agenda of the meeting containing a title and description of the agenda item.

Article VI - Amendment

These bylaws may be amended or repealed by the Board of Trustees provided that written notice of the proposed change be given to each Trustee 30 days prior to the date of adoption of the proposed change. The adoption of any bylaw change proposal requires the affirmative vote of two-thirds of the Trustees present and voting.