

BY-LAWS
of the
BOARD OF TRUSTEES OF THE JOHN CURTIS FREE LIBRARY
HANOVER, MA

ARTICLE I. Name and Authorization

There shall be a Board of Trustees of the John Curtis Free Library existing by virtue of the provisions of Chapter 78, Sections 10-13 of the Massachusetts General Laws (MGL).

ARTICLE II. Membership

1. The Board shall be composed of three members, one of whom shall be elected each year at the Annual Town Meeting elections, as provided for by the MGL, Chapter 78, Section 10. Trustees shall serve without compensation for a term of 3 years.
2. Any member may resign by written notice filed with the Town Clerk, as provided for in MGL, Chapter 41, Section 109.
3. A vacancy on the Board shall be filled by joint majority vote of the Board of Selectmen and the Board of Trustees, as provided for in MGL, Chapter 41, Section 11.

ARTICLE III. Responsibilities

1. The Board shall have all those responsibilities as provided by MGL, Chapter 78, Section 11 and the Charter of the Town of Hanover.
2. The Town Manager, with the input from the Library Board of Trustees, shall appoint a qualified Library Director who shall oversee the implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other materials, expenditure of funds within the approved budget, and provision of services to the public.
3. The Board shall establish written policies governing the library services and activities.
4. The Board shall be responsible for all the monies and property received by the Town by gift or bequest for the Library.
5. There shall be a Chairperson, Treasurer, and Secretary. Organization of the Board will be conducted at the regular meeting of the Board which immediately follows annual Town elections.

ARTICLE IV. Meetings

1. Regular meetings shall be held monthly in the Library, with the exception of July and August. Special meetings may be called at the discretion of the Board. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson or the Library Director whenever he or she cannot attend a meeting.
2. A quorum will be two members.
3. All meetings of the Board shall be subject to the State's Open Meeting Law as contained in the MGL, Chapter 30A, Sections 20-22. 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 a copy of the notice will be posted at Town Hall.

4. An affirmative vote of the majority of members of the Board shall be necessary to approve any action of the Board.

ARTICLE V. Amendments

1. These By-laws may be amended at any regular or special meeting of the Board with a quorum present, by a majority vote of the members present.

Approved, Board of Library Trustees – March 15, 2021