

# **Maury Loontjens Memorial Library**

## **Bylaws of the Board of Trustees**

### **Article One: Name**

This organization shall be called “The Board of Trustees of the Maury Loontjens Memorial Library” (Board), existing by virtue of the provisions of 29-4-5 of the General Laws of the State of Rhode Island, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

### **Article Two: Officers:**

Section 1: The officers shall be a Chair, a Vice Chair, and a Secretary, elected from among the appointed trustees, at the September meeting of the Board. All officers shall serve at the pleasure of the Board.

Section 2: The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all subcommittees, and generally perform all duties associated with the office.

Section 3: The Vice Chair, in the event of the absence or disability of the Chair, or the vacancy of that office, shall assume and perform the duties and functions of the Chair.

Section 4: The Secretary shall keep a true and accurate record of all the meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the meeting.

### **Article Three: Trustees**

Section 1: The Board shall consist of seven members appointed by the Narragansett Town Council. Trustees are appointed for a term of three years and shall serve no more than two terms.

Section 2: With the expiration of the term of office of any member, the vacancy shall be filled by the town council for the term of three years. Vacancies occurring by resignation, removal, death or otherwise, shall be filled for the unexpired term. When a vacancy occurs, trustees shall be appointed by the Narragansett Town Council from applications submitted to the town with recommendations made by the Maury Loontjens Memorial Board of Trustees. When doing so, the Board of Trustees shall consider the township of residency of the nominees. Nominees shall be submitted fifteen (15) days prior to the effective date of the appointment. The Narragansett Town Council shall not be obligated to make appointments from the list of recommended nominees.

Section 3: Board members shall serve without compensation.

#### Section 4: Removal of a board member

- A Trustee who has been absent, without excuse, from three consecutive meetings shall be considered vacant. An absence shall be considered excused if either the Chair or, in the absence of the Chair, the Vice Chair has been notified.
- Board members in violation of the Rhode Island Code of Ethics, as set out by the State of Rhode Island Ethics Commission, may be subject to removal by the Narragansett Town Council. If a Board Member is found violating the Code of Ethics, the Board of Trustees may recommend to the Narragansett Town Council the removal of said Board Member.

Section 5: Any board member may resign at any time by submitting their resignation in writing to the Chair. Such a resignation shall be effective upon receipt unless another date is specified within. Preferred notice is 30 days before effective date.

#### **Article Four: Meetings:**

Section 1: The Board shall hold a minimum of 5 meetings in a calendar year to be held on the predetermined schedule.

Section 2: The order of the business for the regular meetings shall include, but not be limited to, the following items which shall cover in the sequence so far as circumstances will permit:

- Call to Order
- Roll Call
- Public Comment
- Disposition of the minutes of previous regular meetings and any intervening special meeting.
- Administrative Matters and Director's Report
- Unfinished Business.
- New Business.
- Public Comment
- Executive Session if required
- Announcements
- Adjournment

Section 3: Special meetings may be called by the Secretary at the direction of the Chair, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 4: A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 5: Members of the Board shall be required to attend all scheduled monthly and special meetings unless excused.

Section 6: Notice and posting of all meetings shall comply with the Open Meetings Act, RIGL 42-46.

Section 7: Board members will approve annual regular meeting schedules with dates and times by the start of the calendar year and submit this to the Town Clerk.

Section 8: The rules contained in Robert Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to the Board.

#### **Article Five: Library Director and Staff**

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board of Trustees and under its review and direction.

- The director is solely responsible for hiring full and part-time staff.
- The director researches and proposes policy to the board for consideration.
- Annual performance appraisal reviews will be conducted using specific job criteria for all positions.
- The director shall be held responsible for the proper supervision and direction of said staff, for the care and maintenance of library property, for an adequate and proper selection of books and related materials in keeping with the stated policy of the Board, for the overall efficiency of library services to the public, and for its financial operation within the limitations of the budgeted appropriations.
- If at any time the director feels a staff member is not meeting the job criteria and this is demonstrated through performance evaluation review, the director can separate employment following proper procedures.

#### **Article Six: Policy and Procedure**

- Policies and procedures are generally formed under a few different circumstances and look to industry standards as well as best practices.
  1. Policy is formed when a new service or resource is introduced to the collection. The library director consults with several sources, other libraries, professional authorities, and impacted staff, to formulate the policy. The Board of Trustees would review policy, make adjustments, and then pass the final version of the policy.
  2. Policy is also developed to accommodate legal compliance with new state, federal, or municipal laws. The formation of these policies leaves very little room

for interpretation and requires the library to have specific language or rules implemented into the policy. The developed policy would then go before the Board of Trustees for review and final approval.

3. The third area of policy creation is primarily for professional and institutional purposes. Policy in this area overlaps with services and legally compliant policy as there is a directive for the creation of this policy. This would come from the library's five-year strategic plan where data and public input have been collected to focus on the library's mission and vision. It also comes from industry mandates and standards. The developed policy would then go before the Board of Trustees for review and final approval.
4. The last area for policy development is related to personnel policies. These policies are created to be in compliance with state, municipal, and federal labor laws. The director would consult with the local human resources office and municipal lawyer to formulate a policy that is in compliance with all legal levels. The developed policy would then go before the Board of Trustees for review and final approval.
5. Policies may be modified as necessary.

### **Article Seven: Committees:**

Section 1: The Chair shall appoint sub-committees of one or more members for a specific purpose as the business of the Board may require from time to time. The sub-committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2: All committees shall make a progress report to the Board at each of the meetings.

### **Article Eight : General**

Section 1: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon and/or move or second a proposal before the Board.

Section 2: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed or otherwise delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3: The Board adopts the Code of Ethics of the American Library Association, which codifies the ethical principles that guide the work of librarians, library workers and library trustees. The Board also adopts the Code of Ethics of the State of Rhode Island Ethics Commission, which codifies the ethical principles that guide local boards, councils, commissions, committees, public offices, and legislative bodies across the State of Rhode Island.

**Article Nine: Severability of Previous Bylaws**

Section 1: Upon passage of the above bylaws of The Board of trustees of the Maury Loontjens Memorial Library, all previous bylaws, adapted on June 5, 1995, and amended on January 5, 2015, are hereby rescinded and voided.

Adopted by the Board of Trustees on September 21, 2026

Jared Jacavone, Library Director