BYLAWS
of
THE BOARD OF TRUSTEES
of the
LEWISTON PUBLIC LIBRARY
of
LEWISTON, MAINE

Adopted by the Board on 3 November 1982
Amended by the Board on 10 October 1984
Amended by the Board on 9 May 1990
Amended by the Board on 12 April 1995
Amended by the Board on 13 October 1999
Amended by the Board on 9 May 2001
Amended by the Board on 12 May 2004
Amended by the Board on 9 November 2005
Amended by the Board on 21 May 2009
Amended by the Board on 13 May 2010

ARTICLE ONE. NAME.

The name of this Board shall be the Board of Trustees of THE FREE PUBLIC LIBRARY OF LEWISTON.

ARTICLE TWO. DUTIES.

Section 1. Selection of Library Director.

Whenever a vacancy occurs in the position of Library Director, the Trustees shall advise and assist the City Administrator in the selection of a new Library Director.

Section 2. Selection of Library Staff.

The Board shall assist the Library Director in determining levels of staffing as well as qualifications, responsibilities, and standards for assessment of staff.

Section 3. Articulation of Goals and Objectives.

The Board shall, with input from the Library Director and staff, set general Library goals and evaluate the performance of the Library in terms of those goals. Annually, in November, or whenever it is deemed appropriate, the Board shall articulate specific Library objectives. The objectives should be measurable (capable of evaluation), tied to a time frame, reasonable, and attainable; there should be specific means by which Library goals may be promoted. (The Library Director, with staff assistance, should be involved in the process of establishing goals and objectives.)

Section 4. Establishing the Character and Quality of the Library Collection.

The Board shall set policies with regard to the acquisition, maintenance, and use of all materials in the collection. At least annually, it shall assess whether or not these policies are effective. The Board shall set priorities in the acquisition and maintenance of collection materials and shall determine how the Library's collection is to be stored, protected, and made available to patrons.

Section 5. Cooperation with other Libraries.

The Board shall promote cooperation with neighboring libraries and the Maine State Library.

Section 6. Providing Services to Schools and Other Groups.

The Board shall encourage an active outreach program, including services to schools, daycares, and community organizations.

Section 7. Support of Cultural Programs.

The Board shall promote through policy the development and support of cultural programs sponsored by the Library.

Section 8. Acceptance of Gifts, Memorials, and Trust Funds.

The Board shall receive such monies, property, and/or other valuables as may be given or left to the Library and shall supervise their disposition in compliance with existing City and Library Board policies in agreement with the designated investment advisor.

Section 9. Providing General Advice to the Library Director.

The Board shall advise the Library Director on matters pertaining but not restricted to: Library policies, budget, hours of operation, holiday schedules, salary schedule, services to non-resident borrowers, and public relations.

ARTICLE THREE. ATTENDANCE AT MEETINGS, LIBRARY DIRECTOR/STAFF.

Section 1. The Library Director is not a member of the Board but is expected to attend its meetings. He or she has no vote and may not serve as an officer of the Board.

Section 2. Library staff is invited to send on a rotating basis one official staff representative (other than the Library Director) to meetings of the Board. Such a representative has no vote and may not serve as an officer of the Board.

Section 3. Library Board members are expected to attend all Board meetings. When circumstances preclude members from attending, they should notify the Chairperson or the Library Director prior to the meeting. In the event that any member of the Board has three consecutive absences from regularly scheduled meetings, the Chairperson shall have the option of asking for the resignation of that member.

ARTICLE FOUR. OFFICERS.

Section 1. The officers of the Board shall be a Chairperson and a Secretary. These officers shall perform the duties prescribed by these bylaws in accordance with Robert's Rules of Order. The Chairperson shall preside over meetings, establish the agenda, inform Board members of meetings, etc. In the absence of the Chairperson, the Board shall appoint an Acting Chairperson. The Secretary shall keep and submit minutes, placing these minutes on file with the City Clerk.

Section 2. A nominating committee shall be selected in November and shall report nominations of candidates for office at the regular December meeting, at which time officers shall be elected by ballot to serve for one year or until their successors are elected. The term of office shall begin at the close of the meeting at which they are elected.

Section 3. No trustee may hold more than one office at one time.

ARTICLE FIVE. MEETINGS.

Section 1. The regular meetings of the Board shall be held the second week of each month from September to May inclusive. The Board shall establish the day and the time.

Section 2. Special meetings can be called at the request of two trustees or one trustee and the Library Director. Except in cases of emergency, at least one week's notice shall be given. The purpose of the meeting shall be included in the call.

Section 3. The order of business at regular meetings shall be established by the Chairperson, in consultation with the Library Director taking into account suggestions from other Board members, and may include presentations according to the following schedule:

September:	Review of Endowment Fund. Investment Advisor Report.
October:	Children's Department Report. Appointment of Objectives Committee.
November:	Set objectives for next fiscal year. Set major budget initiatives for next fiscal year. Appointment of Nominating Committee

December: Election of officers.

January: Review of next year's budget.
Technical Services Department Report.

February: Mid-year evaluation of objectives.

March: Investment Advisor Report

April: Reference Department Report.

May: Friends of LPL Report.
Final evaluation of current year objectives.

Section 4. Four members of the Board shall constitute a Quorum. Business may be conducted at meetings where a quorum cannot be obtained, but actions taken have no legal standing unless ratified by a subsequent meeting of the Board.

ARTICLE SIX. COMMITTEES.

Section 1. Committees, standing or special, shall be appointed by the Board from time to time as deemed necessary.

Section 2. Committees of the Board cannot carry on any of the functions of the Board but will only be the source of preparing material for consideration by the full Board.

ARTICLE SEVEN. PARLIAMENTARY AUTHORITY.

The rules contained in the then current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable.

ARTICLE EIGHT. AMENDMENT OF BYLAWS.

The bylaws can be amended at any regular meeting of the Board by at least a two-thirds vote of the Quorum, provided that the amendment has been submitted in writing to members of the Board at least fourteen days in advance of the meeting.