

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

Amended by the Board on 12 March 2015

Amended by the Board on 6 May 2021

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 every five years, 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 management in conjunction with the designated investment advisor and their disposition in compliance with donor restrictions and existing City and Library Board policies.

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. The Director 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 January and shall report nominations of candidates for office at the regular February 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 monthly 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: Appointment of Objectives Committee.
Investment Advisor Report.

October: Adult & Teen Services Department Report.
Final evaluation of current year objectives.

November: Set objectives for next fiscal year.

December: Lending Services Department Report.

January: Appointment of Nominating Committee.

February: Collection Services Department Report.
Election of officers.
Review of next year's budget.

March: Investment Advisor Report.
Review of Endowment Fund.

April: Children's Department Report.

May: Friends of LPL Report.
Mid-year evaluation of 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.

Section 5. Except as provided otherwise by Maine State Statutes, meetings of the Board shall be open to the public. Public notice of Board meetings shall be given in ample time to allow public attendance and shall be disseminated in accordance with the requirements of the City Clerk as well as posted on a public bulletin board at the library and on the library's website .

ARTICLE SIX. COMMITTEES.

Section 1. Committees, standing or special, shall be appointed by the Board Chair 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.