

Town of New Gloucester



Public Library By-laws of the Trustees

Approved: August 21, 2023

By-laws of the Trustees
of the
New Gloucester Public Library

Article I. General Provisions

A. These bylaws govern the general management of the affairs of the New Gloucester Public Library by the Board of Trustees, except where otherwise provided by the laws of the State of Maine.

B. The Board of Trustees shall adhere to the tenets of the Library Bill of Rights adopted by the American Library Association. A copy of this Bill of Rights is attached and deemed an integral part of these Bylaws. The Trustees shall subscribe to the standards established by the Maine Library Association and shall provide an appropriate statement expressing the policies of the Library for the guidance of those concerned.

Article II. Trustees - Advisory Body

A. The Board of Trustees. The following responsibilities shall be vested in the Board of five Trustees all of whom shall be residents of the Town of New Gloucester representing the community:

- a. financial review at all regularly scheduled meetings and of the annual budget request prior to submission
- b. guidance of policy, planning and support
- c. strategic planning
- d. oversight of library programs and events
- e. serve as a communication conduit to the Select Board and community
- f. The trustees may appoint youth trustees bi-annually to be non-voting members (see article IV)

B. Terms of Trustees.

- a. Application shall be made to the town offices, and upon recommendation of the Trustees, Select Board members shall act.
- b. The term of office of members of the Board shall be three years.
- c. Resignation of a member shall be submitted in writing to the Board. The Board shall in turn notify the Select Board.
- d. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

C. Any Trustee who shall fail to attend three consecutive regular meetings of the Board without excuse acceptable to the Board of Trustees shall be deemed automatically to have resigned his/her Trusteeship and the vacancy shall be filled.

D. Regular Meetings. The Board shall meet on a regular basis in compliance with the Maine State Library Association standards. Meeting dates shall be determined by the existing Trustees. Meetings shall be noticed and held in accordance with existing town policy.

E. Annual Meeting. The first meeting of the Board in July, or the first meeting of the new fiscal year, shall be deemed the Annual Meeting. The Chair and Vice-Chair shall be elected at the Annual Meeting.

F. Quorum. Three members of the Board of Trustees shall constitute a quorum for the transaction of business.

G. Rules of order. The proceedings of the Board shall be conducted with reference to Robert's Rules of Order.

H. Annual Reports.

a. The Board of Trustees and the Library Director shall present a full report of the affairs of the Library to the Select Board of the Town of New Gloucester with the budget proposal.

b. The Library Director shall prepare an annual town report in consultation with the Trustees.

Article III. Officers of the Board

Officers of the Board. The two officers of the Board shall be Chair and Vice-Chair, to be voted on by the Trustees at the Annual Meeting.

1. Chair. The Chair of the Board shall preside at all meetings and appoint all committees. The Chair shall be, ex officio, a member of all committees. Should the Chair be unable to attend a meeting, the Vice-Chair shall preside. The Chair shall assume responsibility for writing the Annual Report.

2. Vice-Chair. The Vice-Chair of the Board shall keep a true and accurate account of all proceedings of the Board meetings and shall have custody of the minutes and other records of the Board. Should the Vice-Chair be unable to attend a meeting, he/she will appoint a Trustee to take their place.

Article IV. Youth Trustee

A. Two high school student youth trustees will provide the library trustees with insight on needs within the library especially for young adults. This perspective can be used in decision making and event planning. Specifically, the positions entail supporting and improving the library services offered to young people. The intention of student members is to make the library a more representative environment. The youth trustees are encouraged to provide input and cast non-binding votes on all matters.

B. The term of office of members of the Youth Trustees shall be two years for each student.

C. Youth Trustees are subject to approval by the Select Board.

Article V. Library Personnel

Personnel Policy. The Board of Trustees shall recommend appointment of all Library personnel based on duties outlined in their job descriptions. Rules and regulations for the Library personnel shall conform as closely as practicable to the standards recommended by the Maine Library Association. The Board shall have the power to recommend the removal of members of the Library staff for cause.

Article VI. Amendment of Bylaws

The Bylaws may be amended by majority vote at any regular meeting provided all members have been notified of the proposed amendment at least 10 days prior to such a meeting. Such amendment would then be subject to approval of the Select Board.

February 10, 2003

Reviewed by Trustees 12/10/12

Edited by Trustees 11/10/2020

Edited by Trustees 4/10/2023

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

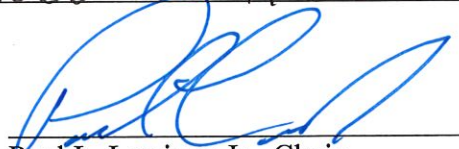
VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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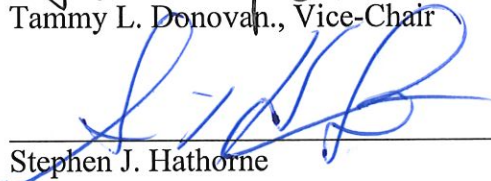
Signed and approved by the Select Board on: AUGUST 21, 2023



Paul L. Larrivee Jr., Chair




Tammy L. Donovan., Vice-Chair



Stephen J. Hathorne



Colleen D. Strickler



Dustin R. Ward