



## **Bylaws of the Library Committee of the Town of Rockport, Maine**

The Committee was originally established in 1914 with the Committee’s first report appearing in the March 1, 1915 annual Town Report.

The Committee’s duties/responsibilities were further defined/expanded at the March 17, 1980 Town Meeting when voters passed Article 12 of the Town Warrant:

### **Section 1. Purpose and Scope**

To establish a Trust to be known as the “Rockport Library Trust Fund”

To appoint the Library Committee elected to care for and control the library and its funds as Trustees of said Trust in accordance with Title 30, Maine Rev Statutes annotated, Section 5051 as amended. The annual income and trust shall be used for Library purposes only.

The Select Board and Library Committee followed up that vote at a Select Board meeting held on May 19, 1980 with a six-point agreement relating to “Procedures for Deposit and Investment of Library Funds.”

### **Section 2. Membership, Election, Terms of Office, Vacancies**

The Committee shall consist of five members, each a resident and qualified voter of the Town of Rockport.

Committee members are elected to three-year terms on a staggered basis at regular or special Town elections.

Vacancies:

- A) When a vacancy occurs within 120 days from a town election, it may go unfilled.
- B) When a vacancy (or more than one) occurs more than 120 days before a town election, the Committee may request the Select Board call a special election to fill the vacancy(ies).

### **Section 3. Duties and Responsibilities of the Committee**

The Committee shall be responsible to the residents of the Town of Rockport to:

- 1) Supervise investment and administer the Library Trust Fund.
- 2) Review annually the long-range fiscal and funding needs of the Library.
- 3) Develop programs for the purpose of increasing annual giving and/or attracting bequests or gifts that augment the existing Trust Fund.
- 4) Maintain proper receipts, record keeping, depositor, deposits or investment of monies from gifts, contributions or legacies.
- 5) Maintain proper care, use or disposition of gifts of other kinds.
- 6) Review on a regular basis various physical and building needs to see that they meet the requirements of the total library program.

The Committee shall be responsible to the residents of the Town of Rockport for consulting with the Library Director regarding policies governing:

- 1) The acquisition, organization, and use of the Library's books, non-print materials, and equipment.
- 2) Use of the Library building for other than Library or Library related purposes.
- 3) The disposition of material no longer needed.
- 4) The acceptance or refusal of gifts of all kinds.

### **Section 4. Organization, Duties/Responsibilities of Officers**

A) Following Town Meeting, the Town Clerk shall call a special meeting for the Committee to elect a Chairperson, Secretary, and Treasurer and set the date for the next Committee meeting.

B) Duties and Responsibilities of Officers:

- 1) The Chairperson shall
  - a. preside at all meetings and shall have authority to rule on questions of evidence and procedures, to maintain order and determine the course of the proceedings, and take such other action as may be necessary and consistent with these by-laws or other laws to enable the Committee to conduct its affairs.
  - b. represent the Committee before the Town Manager, the Select Board, and other Town Officers or Committees.
  - c. prepare the Committee's Annual Report for the Annual Town Report.
  - d. distribute to each Committee member and provide a copy of the agenda to the Town Manager in a timely fashion to be posted on the Town and Library website.
- 2) The Secretary shall
  - a. distribute in a timely manner, draft minutes of all meetings to each Committee member
  - b. provide an approved copy of all minutes to the Town Manager and Library

- Director to be posted to both the Town and Library website.
  - c. organize and maintain a file of approved minutes, correspondence and other materials related to the work of the Committee and its actions.
  - d. conduct such correspondence as the Library Committee may direct.
  - e. serve as Chair in the Chairperson's absence or inability to serve.
- 3) The Treasurer shall
    - a. maintain a checking account for the purpose of meeting the Library's current operating expenses and reimbursing the Town for services.
    - b. review and update authorized signatures on all treasury accounts as necessitated by changes in Committee Officers/Library Director
    - c. keep a record of the Library's expenditures and budget allocation balances and report these to the Committee quarterly.
    - d. deposit and account for contributions and other income received by the Library.
    - e. arrange for yearly review of Trust performance and special reviews as requested by the Committee.
    - f. prepare a financial statement of the Library's income and expenditures for inclusion in the Committee's Annual report for the Annual Town Report.

## **Section 5. Meetings**

Regular meetings of the Committee shall be held monthly in accordance with State law regarding public meetings. Special meetings may be called by the Chairperson or by a majority of the members provided reasonable notice is given. Notice of all Committee meetings shall be given as requested by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the Committee except at a duly called and noticed meeting or without a quorum consisting of a majority (at least three of five), of the Committee. Meetings may be held in an online format if meeting in-person becomes impractical. Any online meeting will be held in accordance with the Library Committee's Remote Participation Policy

The order of business at regular meetings shall be as follows:

- 1) Announcements/introductions/determination of a quorum
- 2) Public comment
- 3) Reports
  - a. Secretary's Report
  - b. Treasurer's Report and Warrant
  - c. Director's Report
  - d. friends' Liaison report
  - e. Select Board Liaison Report
- 4) Old (unfinished) business
- 5) New business
- 6) Other Business
- 7) Upcoming events

## **Section 6. Participation, Voting and Decisions**

- A) The business of the Committee shall be conducted in accordance with Robert's Rules of Order.
- B) A quorum shall consist of three of the five members. Any action of the Committee shall require the affirmative vote of a majority of the members (at least three of five members). A member must be physically present to cast a vote.
- C) All final decisions shall be in writing and shall become part of the Committee's permanent record.

## **Section 7. Conflict of Interest**

Conflict of Interest is, in general, governed by the provisions of Article VIII, Section 4 of the Town of Rockport Charter. Members must disclose such conflicts as soon as it becomes clear there is such a possibility; members with conflicts are required to abstain from discussion and voting unless asked to provide answers to specific, technical questions.”

## **Section 8. Amendments**

Amendments to these by-laws may be proposed for consideration at any regular meeting. They may be adopted by two-thirds vote at the next regular meeting of the Committee after notice of the proposed amendment.

**Historical Note: These bylaws, revised/adopted from original 10/10/2001 bylaws and from drafts of November 2014 and February, March, May, July, September 2015 drafts, were approved as revised at the October 27, 2015 Library Committee meeting. Lash moved to approve as revised/written; Kumble second; no discussion; unanimously (4-0, Lash, Monroe, Kumble) approved. Copies sent to Stacey Parra, Rockport Exec. Sect. and to Bill Chapman, Select Board Chair. Library Committee By-Laws approved July 10, 2019, Shaw moved to approve as written, Chapman second; no discussion; passed unanimously.**

**Bylaws updated with Remote Participation Policy on 10/19/2021 Stevie Kumble moved to approve as written, Bill Chapman second; no discussion; passed 4-0 with one absent.**