

LIMERICK PUBLIC LIBRARY

BOARD OF TRUSTEES  
BY-LAWS

ARTICLE I Name

**Section 1.**

This organization shall be known as the Limerick Public Library created by Town Meeting on March 13, 1998.

ARTICLE II Purpose

**Section 1. Object**

It shall be the object of the Board of Trustees to develop those policies which will best promote the Philosophy of the Limerick Public Library.

**Section 2. Intent**

It is the intent of the Board of Trustees to provide library facilities and services for the residents of the Town of Limerick and to establish policies and procedures, and develop and administer an annual budget subject to approval by the town.

ARTICLE III Board of Trustees

**Section 1. Membership**

As per the Town Meeting of March 13, 1998, the board shall consist of five voting members.

**Section 2. Term of Office**

Trustees shall serve three-year terms as provided for by the Town Meeting. In the event of vacancies, the Selectmen shall appoint a member to fill that vacancy until the annual Town Meeting.

**Section 3. Attendance**

Members of the Board of Trustees are encouraged to regularly attend meetings in order to carry out those duties as prescribed by law.

**Section 4. Informed Trustees**

It is the duty of each Trustee to remain informed through meetings, visitations, reading, and other means about good library practices.

### **Section 5. Authority of Trustees**

Trustees have authority only when acting as a body in meeting, or when an individual trustee is discharging an assignment specifically delegated by the Board of Trustees and so recorded in the official minutes.

### **Section 6. Governance of the Board of Trustees**

The Board of Trustees shall be governed in accordance with such written policies, as the Board shall adopt. Such written policies may be adopted, amended or replaced by the Trustees at any regular or special meeting following two readings. Policies shall be reviewed periodically and updated as needed.

### **Section 7. Policy Disposition**

Each member of the Board of Trustees shall be given a copy of the policies, as shall each selectman. The Library Director shall have a copy together with file copies for library patrons and/or citizens of the town.

## ARTICLE IV Officers

### **Section 1. Officers**

The officers of the Board shall be a Chairperson and a Secretary. The Trustees at its May meeting shall elect the officers.

### **Section 2. Chairperson**

The Chairperson shall preside at all meetings, execute all documents and activities authorized by the Board, and generally perform all duties associated with that office. In the event of the Chairpersons absence, the trustees in attendance shall elect a temporary chair.

### **Section 3. Secretary**

The Secretary shall keep a true and accurate record of all the meetings of the Trustees, shall issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

## ARTICLE V Meetings

### **Section 1. Regular Meetings**

A two hour meeting shall be held once a month at a time to be determined by the Board of Trustees. Meeting may be continued to conclude the last item of business at hand. A majority vote of the Board may extend the meeting to a specified adjournment time.

## **Section 2. Special Meetings**

Special meetings of the Board of Trustees may be called by the Chairperson, or by any two members of the Board of Trustees. Notification shall be given to each Trustee stating the specific call for the meeting. No other business may be conducted during a Special Meeting.

## **Section 3. Quorum**

A majority of the Trustees present shall constitute a quorum. In the event that an officer is not present to call the meeting, the quorum shall elect a temporary chairperson, and/or secretary. Accurate records and minutes shall be filed with the Secretary at the next regular meeting of the Board of Trustees.

## **Section 4. Meetings**

All regular and special meetings of the Board shall be open to the public and the media. Only those executive sessions where the Board discusses personnel, discipline of individuals, labor negotiations, or other matters where private sessions are required or permitted by law, shall be closed to the public and the media, however, items requiring action will be taken in public session.

Because the Board desires to hear the viewpoints of citizens, and also needs to conduct its business in an orderly and efficient manner, it shall schedule one period during each meeting for public participation under Hearing of Citizens. The Chairperson may set a time limit on the length of this period or a time limit for individual speakers.

If a presentation requires more than such time limit allows, the Chairperson of the Board of Trustees shall be notified in advance so that the presentation may be considered for inclusion as a formal agenda item. For regular meetings, such requests should reach the Library Director or Chairperson no later than Wednesday noon preceding the meeting.

Comments and questions at a regular meeting may deal with any topic related to the Library. Comments at Special Meetings must be related to the call of the meeting.

The Board Chairperson shall be responsible for recognizing all speakers, who shall properly identify themselves, for maintaining proper order, and for adherence to any time limits set.

The Board shall give due attention to comments and contributions from the audience, but shall not be expected to respond or take action immediately. Audience inquiries, other than simple questions, shall be referred to the Library Director who shall investigate or consider the matter and report to the citizen and to the Board. If Board action is indicated, the item may be included in the agenda of a subsequent meeting.

The Chairperson shall not recognize members of the public as the Board conducts its official business except when the Board schedules, in advance, public discussion periods on a particular item.

### **Section 5. News Media Services at Board of Trustees Meetings**

The Board of Trustees believes that one of its paramount responsibilities is to keep the public informed of the operations, programs, and problems of the Library. Consequently, Board meetings are open to the press and the public. In the event that representatives of the news media are unable to attend a meeting, upon request, they shall be provided a copy of the minutes of Board meetings.

When individual Board members receive requests from news media representatives for information about Board meetings, members shall refer the information seekers to the Board Chairperson, to the Secretary of the Board, or the Library Director.

## ARTICLE VI Staffing

### **Section 1. Staffing**

The Library Board of Trustees shall interview and recommend to the Selectmen their choice for Library personnel. The Selectmen will appoint library personnel from the recommendations of the Trustees.

### **Section 2. Administration**

The Library Director shall administer to the management and operation of the library and its programs in a manner consistent with the philosophy and policies of the Board of Trustees. The Library Director shall be responsible for the training and supervision of all other staff and volunteer members and shall carry out the regular administrative duties of a Library Director.

### **Section 3. Interlibrary Loans**

Interlibrary loans are encouraged. The quantity of the books will be ordered at the discretion of the Library Director.

### **Section 4. Lifting**

In the performance of their duties, library staff and library volunteers shall not lift books or any materials, the weight of which exceeds fifty pounds. The library hand truck shall be used at all times when carrying heavy objects lengthy distances.

### **Section 5. Medical Exemptions**

Any personnel who is proscribed by a physician from lifting heavy objects, shall, with the presentation of a doctor's written statement, be excused from moving or lifting objects beyond the doctor's recommended limit.

## ARTICLE VII Amendments

### **Section 1. Amendments**

These by-laws may be amended by additions or deletions, or be repealed by a vote of three-fifths (3/5) of the Trustees at any meeting provided advanced notice of the proposed changes is given to the Board of Trustees.

### **Section 2. Rules**

Robert's Rules of Order, latest edition, when not in conflict with the by-laws, shall govern all proceedings of the Trustees.

## ARTICLE VIII Computers and the Internet

### **Section 1. Computers and the Internet**

- A. The Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Materials Selection Policy shall apply to all electronically transmitted materials. Access to constitutionally protected materials on the Internet shall be free, uncensored and democratic.
- B. The Limerick Public Library has no control over and does not monitor the Internet that is a global, unregulated network. Neither the Limerick Public Library nor the Town of Limerick is responsible for the accuracy or quality of the information provided by the Internet. Patrons should be aware that certain information might not be appropriate for minors. Parents and/or guardians, not the Library, its staff, nor the town, are ultimately responsible for their children's use of the Internet.
- C. Neither the Library nor the Town of Limerick will be responsible for fees incurred through a patron's use of the Limerick Public Library computers. Neither the Library nor the Town of Limerick will be responsible for damages arising from the use of the Internet.

### **Section 2. Time Allocation**

Internet computers may be used for one-half hour daily. Both adults and children may have additional time providing no one else is waiting to use the computer. Additional time may be granted for academic or professional research at the discretion of the Librarian.

## ARTICLE IX Media (and Materials) Selection

### **Section 1. Definitions**

The words, media, library materials or other synonyms as they may occur in the policy, have the widest possible meaning. It is implicit in this policy that every form of permanent record in the media collection is to be included, whether it is printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audiotapes, disks, films, paintings, drawings, etchings, etc. Selection refers to the decision that must be made either to add a given item to the collection or to retain one already in it. This selection does not refer to the reader guidance that may be given to individual patrons as they use the Library.

### **Section 2. Objectives**

Media will be selected to provide educational, informational and recreational materials based on the needs and interests of the Library users.

Media will be selected to utilize the best selection aids so as to provide a balanced approach to controversial questions, a high standard of content and style, up-to-date and varied materials. The selection may include Library Journal, Library Journal Previews, ALA Booklists, and professional journals in specialized subject fields, reviews from popular magazines and newspapers only as they supplement more qualitative reviews, and others.

### **Section 3. Gifts**

The Library accepts gifts, but reserves the right to evaluate and dispose of them in accordance with the above criteria. Gifts that are not in accordance with the objectives and policies may be refused. Unsolicited materials of a biased nature may be retained at the discretion of the Librarian. Gifts that do not serve Library purposes may be offered on a first come, first serve basis to the public in return for a monetary donation.

### **Section 4. Materials Selection**

- A. The Limerick Public Library endorses the Library Bill of Rights of the American Library Association (ALA) and the Freedom to Read Statement prepared by the ALA and the American Book Publisher's Council which are appended to this policy.
- B. The Librarian is responsible for the selection of all library materials; print and non-print, which shall help meet the objectives of the Library. Final authority for the Library's collection rests with the Board of Trustees.

- C. Reciprocal borrowing arrangements may be made with other libraries and agencies to satisfy the needs and interests of the user for materials not locally owned. The Library will keep informed of other publicly available resources in the local area to avoid unnecessary duplication.
- D. In selecting materials for the Library, the Librarian and staff members will rely upon personal knowledge, examination of works, standard and professional bibliographies and dependable and current book review media. Patron request will be given due attention.
- E. Gifts of materials will be accepted only on the condition that they meet the same standards as purchased materials and that they are deemed useful to the collection. The Librarian may dispose of any gift not incorporated into the collection. Gifts of money, real property, and/or stock will be accepted in accordance with town practices and on behalf of the town.
- F. Materials no longer useful in the light of library objectives or worn beyond repair will be systematically withdrawn from the collection according to acceptable professional practices. Such material will be disposed of at the discretion of the Librarian and the Board of Trustees.
- G. The Library may choose to house and/or administer a special collection of local organizations. This is done as a service with the Library not making declaration as to its agreement or disagreement with the content of the collection as whole or individual items within.

A borrower who objects to the provision by the Library of a particular item shall direct his/her objection to the Librarian, who will refer him/her to this policy, to the ALA Library Bill of Rights and the Freedom To Read Statement and will complete the “Citizen’s Request of Reconsideration for a Work” form before the objection will be processed.

## ARTICLE X Patron Governance

### **Section 1. Fines/Fees**

**Overdue Fines** – The Limerick Public Library does not charge late fines for any overdue circulating materials.

**Replacement Fees** – Patrons are responsible for returning or renewing the items they check out before the due date. If they do not, the item will be labeled as overdue and the patron will be notified. Items are declared lost after they have been overdue for 60 days and a replacement fee will be charged to the patron’s account. If patrons return the item,

even after it has been declared lost, the Library will remove the replacement fee from their account.

**Damaged Fees** – Patrons are expected to return materials to the Library in the same condition as they borrowed them. If the item is damaged beyond repair, the borrower will be charged a damage fee to replace the item(s).

Lost or damaged inter-library loan materials borrowed by the Limerick Public Library patrons, will be assessed fees set by the lending library.

Replacement or damaged fee payments are non-refundable.

Borrowing privileges may be suspended for cardholders with outstanding replacement or damaged fees. This suspension only applies to borrowing physical materials, not the use of the Library computers and attending programs.

## **Section 2. Patron Use of Library**

- A. The Library will serve all patrons without charge, subject to such reasonable rules as the Board of Trustees may impose with regard to fines. Services will not be denied or abridged because of age, sex, sexual orientation, race, ethnicity, or social, economic, religious or political stature.
- B. Any person may use books and other materials in the Library during such hours and under such regulations as the Trustees prescribe.
- C. The use of the Library or its services may be denied for such causes as failure to return books and/or materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
- D. The library staff and board shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods.

## **Section 3. Monies Collected**

- A. Any monies collected by the Librarian as a result of fines, photocopy charges, book costs, book sales, etc. shall be held by the Librarian until the total reaches fifty dollars (\$50.00), at which time the monies shall be turned over to the Town Treasurer.



## ARTICLE XI Bidding

### **Section 1. Bidding**

- A. Any work requiring bidding with an estimated cost that would exceed five hundred dollars (\$500.00) shall be put out to bid in accordance with town policy.
  
- B. Bidding procedures will be those of the Town.

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