

Windham Public Library
By-Laws of the Board of Trustees

I. Members and Officers

1. The Board of Trustees shall consist of five members, appointed by the Town Council, serving staggered terms of five years. The Board of Trustees may submit nominees for appointment to it for consideration by the Council before the expiration of his or her term.
2. The Board of Trustees shall elect a Chairman and Secretary from its membership annually at the January meeting.
3. The Library Director will be appointed by the Town Manager.

II. Meetings

1. Meetings shall be held on the first Thursday of each month, except July and August, unless otherwise agreed upon.
2. Special meetings may be called by the Chairman or Secretary as the need arises.
3. A quorum for the transaction of business at any meeting shall consist of three members of the Board.
4. Conduct of meetings: Proceedings of all meetings shall be governed by ROBERT'S RULES OF ORDER.
5. The Board may meet in executive session pursuant to the requirements of the Freedom of Access Law.

III. Duties

1. The Board of Trustees
 - a. Determine and adopt written policies to govern the operation and programs of the library.
 - b. Know the needs of the library in relation to the community. Keep abreast of library standards and trends.
 - c. Review and consult with the Library Director on the annual budget.
 - d. Keep abreast of local and state laws affecting libraries.
 - e. Establish library policies on the selection of books and materials.
 - f. Attend all Board meetings and ensure that accurate records are kept on file at the library.
 - g. Attend state, regional and national trustees meetings and workshops and affiliate with the appropriate professional organizations when possible.
 - h. Be aware of the services of the Maine State Library.
2. The Library Director
 - a. Act as advisor to the Board and recommend needed policies for Board action.
 - b. Carry out the policies of the library as adopted by the Board.

- c. Suggest and carry out plans for expanding the library's services.
- d. Maintain an active program of public relations.
- e. Prepare an annual budget for the library for submissions to the Town manager.
- f. Know and adhere to local, state and national laws pertaining to libraries.
- g. Select and order all books and other library materials.
- h. Attend all Board meetings.
- i. Affiliate with the state and national professional organizations. Attend professional meetings and workshops.
- j. Make use of the services and consultants of the Maine State Library.
- k. Report regularly to the Board of Trustees, to the officials of local government and to the general public.
- l. Keep an accurate record of library expenses including budget items and all gift and fine monies.
- m. Apply for grants and manage grants where appropriate.

IV. Committees

1. The Chairman may appoint advisory committees to further the work of the library.

**Windham Public Library
Board of Trustees
Responsibilities**

POLICY

- A. Establish library policy with assistance from the Library Director.
- B. Hear, review and act on patron complaints regarding book and periodical subject matter.
- C. Review existing library services on a periodic basis and make recommendations to the Library Director.

PLANNING

- A. Establish goals and objectives for the library with assistance from the Library Director.
- B. Establish, as needed long range plans for library services. Assist Library Director.

GENERAL

- A. Administer gifts of money and property according to the terms of the bequest.
- B. Establish, support and participate in a public relations program for the library.
- C. Keep the Town Council and Town Manager informed of policy changes and need for new or different services.
- D. Review Library Director's annual budget and make recommendations to the Director.