

**Windham Public Library
By-Laws of the Board of Trustees**

I. Purpose

The Library Trustees support the library by acting as an advisory board and setting library policy with the Library Director. They serve as a voice of the community regarding the desired direction and needs of the library.

II. Membership

1. The Board of Trustees shall consist of five members, appointed by the Town Council, serving staggered terms of three 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 is appointed by the Town Manager and serves on the board in an ex-officio capacity.

III. Meetings

1. Meetings shall be held on the second Thursday of each month, except July and August, unless otherwise agreed upon.
2. Special meetings may be called by the Chairman, Secretary, or Library Director as the need arises.
3. Conduct of meetings: Approval of policy or support for issues will be based on general consensus of the board.
4. The Board may meet in executive session pursuant to the requirements of the Freedom of Access Law.

III. Duties

1. Approve written policies to govern the operation, services, and programs of the library with input from the Director and staff.
2. Understand the needs of the library in relation to the community and keep up to date with library standards and trends.
3. Review and consult with the Library Director on the annual budget.
4. Be aware of local and state laws affecting libraries.
5. Attend Board meetings and ensure that accurate records are kept on file at the library.
6. Consider attending state, regional and national trustees meetings and workshops and affiliate with the appropriate professional organizations as needed.
7. Be aware of the services of the Maine State Library.
8. Consult with the Town Manager during the appointment of the Library Director
9. The Board may appoint advisory committees to further the work of the library.

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10. Review patron concerns and material challenges as needed.
11. Review existing library services on a periodic basis and make recommendations to the Library Director.
12. Establish goals and objectives for the library with assistance from the Library Director.
13. Establish, as needed long range plans for library services. Assist Library Director.

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- 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.¶

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

Bylaws Reviewed May 7th, 2019, Accepted by Town Council date

Deleted: Windham Public Library¶
Board of Trustees¶
Responsibilities¶

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POLICY¶

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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.¶

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PLANNING .

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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.¶

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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.

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