

REVISED  
BY-LAWS  
OF THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

AS A CORPORATION

As Amended 2-25-86

ARTICLE I.

Offices

Section 1. The offices of the Corporation shall be in the Central Library Building at 230 Dartmouth Street, Copley Square, City of Boston, County of Suffolk, Commonwealth of Massachusetts.

ARTICLE II.

Members of the Corporation

Section 1. The Corporation is constituted of the five members of the Board of Trustees Appointed by the Mayor of the City of Boston to be Trustees of the Public Library of the City of Boston for terms of five years each, with terms expiring on April 30<sup>th</sup> of successive years.

Section 2. Each Trustee serves until his successor shall have been appointed and shall have duly qualified for his office.

ARTICLE III.

Duties of the Trustees

Section 1. The Board of Trustees shall have as its prime duty the responsibility for the general administration of the Library and the representation of its interests and needs. It shall serve as the advocate of these interests and needs in the community at large.

Section 2. The Board shall be responsible for establishing objectives for the Library. It shall determine the policies which are to govern the achievement

of these objectives. It shall establish a plan of organization for the Administration of the Library which shall ensure effective means of control to permit the objectives and policies of the Library to be maintained in all operations. It shall establish personnel policies and arrangements which will ensure the development of a competent and able personnel.

Section 3. The Board shall appoint a Director, who shall serve also as Librarian, and fix his remuneration. The Director shall serve at the pleasure at the pleasure of the Board. He shall be responsible directly to the Board. The Board shall delegate to him the general administration of the Library and its affairs in accordance with the objectives and policies and management controls which shall have been established from time to time by it.

Section 4. The Board shall appoint, upon nomination of the Director, such officers above the level of Assistant to the Director and Keepers of special collections as it may deem appropriate for the administration of the Library and its affairs, and fix their remuneration. Such officers shall serve at the pleasure of the Board. They shall be responsible directly to the Director. The shall assist him in providing administrative staff work for the Board.

Section 5. The Board shall delegate to the Director the appointment of all other officers and employees of the Library in accordance with the personnel policies and arrangements established from time to time by the Board, and the fixing of their remuneration in accordance with the salary and wage scales as currently established by the board, subject to the requirement that all personnel actions shall be reported to the Board at its next regular stated meeting.

#### ARTICLE IV

##### Officers of the Corporation

Section 1. The Officers of the Corporation shall be a President, Vice President, and Clerk, who shall be chosen by viva voce vote at the annual meeting on the first Monday of May in each year; but, if any vacancy shall occur by the death, resignation, inability to act, or other cause, of any of said officers, such vacancy may be filled by the Corporation at any special meeting called for the purpose, and the notices thereof shall state the objects of the meeting.

Section 2. The President shall preside at all meetings of the corporation. He shall have the power to sign or countersign all checks, certificates, contracts, and other instruments of the Corporation as authorized by the Board of Trustees. During prolonged absence or disability of the Director, the President may recommend to the Board the appointment of an Acting Director.

Section 3. In the absence or disability of the President the Vice President shall perform all the duties of the President.

Section 4. The Clerk shall be sworn to the faithful performance of his duties, shall attend all meetings of the Corporation, shall keep full record of its proceedings, and shall be the custodian of all its records and papers.

Section 5. The duties of the office of Treasure shall be performed by the Collector-Treasurer of the City of Boston, who shall have the custody of the securities and funds belonging to the Corporation. The Library Trustees as a Corporation shall have, however, the duty to direct the Collector-Treasurer of the City of Boston in his management of the securities and funds belonging to the Corporation.

Section 6. Standing or temporary committees may be appointed from time to time by the Corporation from its own membership, and the Corporation may from time to time invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by such Corporation. All committees shall report on their activities to the Corporation at its next meeting.

## ARTICLE V.

### Meeting of the Corporation

Section 1. The annual meeting of the Corporation shall be held on the first Monday of May in each year.

Meetings of the Corporation shall be held bi-monthly from September through June, inclusive.

Special meetings shall be held when and as necessary. They shall be called by the Clerk whenever directed by the President in writing, or requested in writing by two Trustees.

Section 2. Written notice of all stated and all special meetings shall be sent by mail postpaid to each Trustee not less than three days before the meeting. In addition to such posting as may be required by the Open Meeting Law, meetings shall be posted publicly in the Central Library and in all branches of the Library.

Section 3. All meetings of the Corporation shall be held in the Central Library building, unless otherwise voted by the Corporation.

Section 4. Three Trustees shall constitute a quorum to do business.

## ARTICLE VI.

### Order of Business

Section 1. The order of business at the regular meetings of the Corporation other than the annual meeting shall be as follows:

1. Approval of the record of proceedings of the previous meeting.
2. Confirmation of action taken in representation of the Corporation by the Director, as duly authorized by the Corporation.
3. Report of standing or temporary committees of the Corporation, that shall have been appointed by the corporation, and confirmation of action taken by such committees.
4. Receipt of communications from the City Government or any branch thereof.
5. Business required by law or by ordinance.
6. Unfinished business.
7. Report by the Director
8. Miscellaneous business.

## ARTICLE VII.

### Library Officers

Section 1. The officers of the Library shall be a Director and such additional officers as the Board of Trustees shall deem necessary and expedient, who shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Trustees.

Section 2. The general administration of the Library and its affairs shall be delegated to the Director in accordance with the policies set by the Board of Trustees and subject to his direct responsibility to the Board of Trustees. The Director shall perform the duties usually appertaining to the position, and such additional duties in furtherance of the interests of the Library as may be requested of him by the Board of Trustees. He shall have power to sign or countersign all checks, certificates, contracts, and other instruments of the Corporation as duly authorized by it.

Section 3. The officers of the Library shall perform the duties usually appertaining to their positions, and such additional duties in furtherance of the interests of the Library as may be requested to them, under the general direction of the Director.

## ARTICLE VIII.

### The Library Service

Section 1. Entrance into the library service shall be by such procedures as may be established by the Board of Trustees.

Section 2. Salaries and wages of all employees shall be fixed by the Board.

Section 3. Vacations and leaves of absence shall be granted to full-time employees of the Library in accordance with the regulations of the Board governing vacations and leaves of absence currently in effect.

Section 4. Employees shall report at their scheduled hour of work at their posts and shall remain there during the hours of their regular duty.

Section 5. No allowance shall be made for absence from duty except as above provided.

Section 6. The Director shall have power to suspend, with loss of pay, any employee until the first succeeding meeting of the Board.

Section 7. Solicitation on library premises by employees or by members of the public for any purpose whatsoever shall not be permitted, except by vote of the Board.

Section 8. Any violation or neglect of the regulations prescribed by the Board shall be cause for dismissal.

## ARTICLE IX

### By-Laws

Section 1. All previous By-Laws are hereby repealed.

Section 2. By-Laws may be amended by vote of a majority of the Board at any meeting of the Board of Trustees, the notice for which shall state that amendments will be proposed.

REVISED  
BY-LAWS  
OF THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON  
AS AN ADMINISTRATIVE AGENCY OF THE CITY OF BOSTON

As Amended 2-25-86

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Section 1. The Board of Trustees is constituted of five Trustees appointed by the Mayor of the City of Boston for terms of five years each, with terms expiring on April 30<sup>th</sup> of successive years.

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these objectives. It shall establish a plan of organization for the administration of the Library which shall ensure effective means of control to permit the objectives and policies of the Library to be maintained in all operations. It shall establish personnel policies and arrangements which will ensure the development of a competent able personnel.

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Section 2. The President shall preside at all meetings of the Board. He shall have power to sign or countersign all checks, certifications, contracts, and other instruments of the Board of Trustees as authorized by the Board. During prolonged absence or disability of the Director, the President may recommend to the Board the appointment of an Acting Director.

Section 3. In the absence or disability of the President the Vice President shall perform all the duties of the President.

Section 4. The Secretary shall be sworn to the faithful performance of his duties, shall attend all meetings of the Board, shall keep a full record of its proceedings, and shall be the custodian of all its records and papers.

Section 5. The Board shall have no Treasurer of its own inasmuch as the duties of the office of Treasurer are performed by the Collector-Treasurer of the City of Boston.

Section 6. Standing or temporary committees may be appointed from time to time by the Board from its own membership, and the Board may from time to time invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by such Board. All committees shall report on their activities to the Board at its next meeting.

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(ACTS 1878- CHAPTER 114)  
Incorporating Amendments of 1887 and 1995

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An Act to incorporate the trustees of the public library of the City of Boston.

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Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of the same, as follows:—

SECTION 1. The trustees of the public library of the city of Boston for the time being are hereby made a corporation by the name of the Trustees of the Public Library of the City of Boston; and said trustees and their successors in office shall continue a body corporate for the purposes hereinafter set forth, with all the powers and privileges and subject to all the duties, restrictions and liabilities in the general laws relating to such corporations.

SECTION 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding one million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston, under the direction of the finance committee of said city; and all securities belonging to said corporation shall be placed in the custody of said treasurer: provided, always, that both the principal and income thereof shall be appropriated according to the terms of the donation, devise or bequest, under the direction of said corporation.

SECTION 3. The Trustees of the Public Library shall be nine in number, appointed by the Mayor for a term of five years. Two members shall be appointed for an initial term of one year; two members shall be appointed for an initial term of two years; two members shall be appointed for an initial term of three years, two members shall be appointed for an initial term of four years, and one member shall be appointed for an initial term of five years. Trustees shall serve until the expiration of their term and until their successors are qualified. Whenever any vacancy shall occur in said Board of Trustees by death, resignation or otherwise, said vacancy shall be filled by the appointment of another trustee who shall hold office for the unexpired term. Members of said Board of Trustees shall not receive any pecuniary compensation and shall be deemed to be special municipal employees for the purpose of chapter 268A of the General Laws.

SECTION 4. The members of said board shall meet for organization on the first Monday of each May, and choose one of their number as president. They shall have power to make such rules and regulations relating to said public library and its branches, and its officers and servants, and to fix and enforce penalties for the violation of such rules and regulations, as they may deem expedient: provided, that the same shall not be inconsistent with the provisions of this act, and shall be subject at all times to such limitations, restrictions and amendments as the city council may direct.

SECTION 5. The said trustees shall have the general care and control of the central public library \_\_\_\_\_ in said city and of all branches thereof, which have been or which may hereafter be established, together with the buildings and rooms containing the same, and the fixtures and furniture connected therewith, and also of the expenditures of the moneys appropriated therefor.

The said board of trustees shall have full power and control of the design, construction, erection and maintenance of the central public library building to be erected in the city of Boston, architect or architects to design said building and supervise the construction and erection thereof, and a superintendent or superintendents to take charge of and approve the work; but work upon said building shall not be commenced until full general plans for the buildings shall have been prepared, and no specific work shall be commenced until the same shall have been duly advertised, proposals for doing such work shall have been received from responsible parties, and contracts have been entered into with satisfactory guarantees for their performance.

SECTION 6. The said board of trustees may appoint a superintendent or librarian with such assistants and subordinate officers as they may think necessary or expedient, and may remove the same, and fix their compensation: provided that the amount thus paid shall not exceed the sum appropriated by the city council for that item of expense, and the income of any moneys which may lawfully be appropriated for the same purpose from funds or property held by said trustees under the provisions of this act.

SECTION 7. The city council shall have the power to pass such ordinances not inconsistent herewith or repugnant to other laws of the Commonwealth as to the duties and authority of said board as they may from time to time deem expedient.

SECTION 8. This act shall take effect upon its passage. (Approved April 4, 1878.)