

BYLAWS OF THE PUBLIC LIBRARY ASSOCIATION OF EASTHAMPTON

ARTICLE 1 - NAME

As amended May 24, 1982; June 4, 1986, June 1, 1989; June 1992, June 1997; June 20, 2002; December 13, 2016; June 20, 2019; June 2024

The name of this organization shall be the Public Library Association of Easthampton (PLAE)

ARTICLE 2 – PURPOSE

The purpose of the PLAE is the formation and maintenance of a public library in Easthampton, Massachusetts. The Public Library Association of Easthampton is an independent, nonprofit, educational institution. Its mission is to help meet the informational, research, educational, and recreational needs of the City of Easthampton and surrounding communities through its collections, services, exhibits, and programs.

ARTICLE 3 – MEMBERS OF THE PLAE

3.1 Membership Eligibility

Any adult resident of the city of Easthampton with a library card shall be considered a member of the PLAE.

ARTICLE 4 – BOARD OF DIRECTORS

4.1 Duties

A Board of Directors shall be vested with the control and management of the PLAE.

4.2 Number and Election

The Board of Directors shall consist of a minimum number of ten and a maximum number of fifteen directors. New directors will be elected to fill vacancies by a two-thirds vote of the Board of Directors. Two individuals will be appointed to the board of directors by the City of Easthampton and subject to the same terms as all PLAE board members.

4.3 Term

Directors shall serve a three-year term for a maximum of two consecutive terms. Each Director shall serve until the expiration of their term except that membership shall cease on resignation or such time as a Director ceases to be a resident of Easthampton. The term of a Director who fills a vacancy created by a resignation expires three years after the new Director begins. Terms will begin July 1 except for when there is an unexpected vacancy.

4.4 Meetings

The Board of Directors shall meet six times a year. At the June meeting, the budget is reviewed and nominations to the Board of Directors and a slate of officers are approved for recommendation for election. Special meetings of the Board of Directors may be called by the President, the Vice-President, or by one-third of the Directors by giving at least seven (7) days' notice to each member of the Board of Directors. A majority of the Board shall constitute a quorum. Regular board meetings will be open to all members of the PLAE. All meetings shall be conducted to Robert's Rules of Order.

ARTICLE 5 – DUTIES OF BOARD MEMBERS

5.1 President

The President shall preside at all meetings of the Board of Directors. The President shall have power in name and behalf of the PLAE to execute and deliver all deeds, mortgages, or other encumbrances on real estate of the PLAE upon approval of the Board of Directors, and to sign and execute any other written instrument upon approval of the Board of Directors. The President shall appoint, subject to ratification by the Board of Directors, all board members to at least one committee. The President shall be a member of all committees. In case of absence or disability of any other officer of the PLAE, the President shall have authority to exercise all the power and to perform the duties of such other officer.

5.2 Vice President

The Vice-President shall, in the absence of the President, preside at all meetings of the Board of Directors. The Vice- President shall assist in the performance of the President’s duties as requested by the President. In case of absence or disability of the President, the Vice-President shall have authority to exercise all the power and perform all the duties of the President while, and as long as, such absence or disability continues.

5.3 Clerk

The Clerk shall keep a true and accurate record including all transactions and votes of all meetings of the Board of Directors and shall give a seven (7) days’ notice of all meetings. The Clerk shall perform such other duties as may be required by the Directors. The Clerk shall maintain records of dates of appointments and expiration of terms. The Clerk shall have custody of the corporate seal.

5.4 Treasurer

The Treasurer shall:

- A) Manage the financial assets of the PLAE. The PLAE, in an amount determined by the Board of Directors, may bond the Treasurer.
- B) Work with an accounting firm hired by the Board of Directors. Share all reports from the accounting firm and the investment firm with the Board of Directors.
- C) Monitor all financial accounts which at all reasonable times shall be open to the inspection of the Finance Committee.
- D) Render to the Directors, whenever they may require it, a statement of the financial condition of the PLAE.
- E) Present to the members of the PLAE at the annual meeting a report showing the receipts and disbursements of the preceding fiscal year and containing a statement of the PLAE’s assets and liabilities.
- F) Have authority to endorse for collection and deposit to the credit of the PLAE all notes, bills, checks, drafts and other commercial paper received by the PLAE in the course of its business, and to sign checks, drafts, and notes made by the PLAE.
- G) Deposit all monies received in the name of the PLAE in such bank or banks or with such trust company or trust companies as the Board of Directors shall designate. All withdrawals from such deposits shall be made regularly with numbered checks or by electronic means.

ARTICLE 6 - COMMITTEES

6.1 Committee Membership

Every committee will be chaired by a Board Member. All Board Members are expected to sit on at least one committee. All committees, except for the Executive Committee, can have PLAE members as committee members.

6.2 Executive

The President, Vice-President, Clerk, and Treasurer shall constitute the Executive Committee. All officers shall be members of the PLAE and shall serve no more than two consecutive three-year terms or until such time as they cease to be a resident of Easthampton or on the Board of Directors. Any officer may be removed from office by vote of two-thirds of the Board of Directors. The Executive Committee is empowered to take any action necessary for the operation and maintenance of the Library delegated to it by the Board of Directors.

6.3 Finance Committee

The Finance Committee shall have full control of all funds and investments of the PLAE with authority to buy, sell, exchange, or take any other action necessary or deemed advisable thereof. The Executive Committee Members are vested with the authority to sign papers necessary to affect any sale or exchange which have been voted by the Finance Committee. Any amount over \$10,000 must be approved by the full Board of Directors.

6.4 Fundraising & Events Committee

The Fundraising Committee creates fundraising opportunities and, following approval by the Board of Directors, implements them. Reasonable fundraising goals will be agreed upon between the Board President, Fundraising Committee Chair(s), and the Library Director and/or Development staff. In addition to raising monies for the benefit of the library, fundraising events and initiatives will be developed in such a way as to promote the library and its resources, services, and/or programming efforts. All funds are managed by the Treasurer and recorded in the budget.

6.5 Governance Committee

The Governance Committee will present a slate to be voted upon at the annual meeting of the Board of Directors. Once voted on, the Governance Committee will onboard new members. The Committee is charged with an annual review of by-laws.

6.6 Technology Committee

The Technology Committee will advise the Library Director, provide oversight, guidance, and recommendations to enhance and optimize technological resources.

6.7 Other Committees

The President or the Board of Directors may appoint and dissolve additional committees as needed.

ARTICLE 7 FISCAL YEAR

The fiscal year of the PLAE shall be July 1 to June 30.

ARTICLE 8 MUSEUM

The Public Library Association has and maintains a museum in association with the library.

ARTICLE 9 AMENDMENTS

These by-laws may be amended by a two-thirds majority of the total recorded Board Member at any regular or special meeting of the PLAE, provided that at least seven (7) days written notice be given to the intention to amend such by-laws, and such notice shall specify the language of the proposed amendment.