

Montague Public Libraries Trustees Special Services Subcommittee

January Minutes

Date: Monday, January 25, 2021

Time: 6:30pm

Place: Zoom <https://zoom.us/j/92632246732?pwd=b0Y2MUtHRnZ5WEcyaJKbjRCaW5iUT09>

Attendees: Gretchen Wetherby, Margot Malachowski, Nancy Crowell, Polly Billiel

Library Director: Linda Hickman

Public: Lydia levins

Absent: Karen Latka

6:34 Call to order.

6:35 Minutes from 02-24-2020—approved.

6:36 Review Articles VII and VIII of the By-Laws—The Subcommittee read through Articles VII and VIII. Suggested amendments are below the discussion points.

Discussion on Article VII: The Subcommittee discussed allowing the Vice Chairperson and Corresponding Secretary to serve three consecutive years. Linda and several members of the Subcommittee stated that staying with the limit of two consecutive years for the Chairperson protects the Trustees and the Chairperson from feeling locked into an arrangement that may not be working well. In contrast, the duties of the Vice Chairperson (Budget Chair) and Corresponding Secretary (recordkeeping) benefit from an additional year of service.

These offices could be held for more than two or three years with a break in service. The Subcommittee discussed whether to put clarifying language in the By-Laws but decided that the word “consecutive” would be sufficient.

Discussion on Article VIII: To account for the new responsibility of creating and hosting Zoom meetings, the Subcommittee crafted an additional duty for the Chairperson. The phrasing is broad enough to encompass scheduling Zoom meetings without stating a specific.

The Subcommittee discussed if the Trustees should have an email address to facilitate the Corresponding Secretary’s duty to “1. Read all communications and attend to all correspondence of the Board, promptly and efficiently.” Lydia offered to contact Mik Muller to set up a Trustees email account that could be forwarded to the Corresponding Secretary.

Lydia suggested that we add photos of the Trustees to the Library website. We agreed to add that idea to the agenda for the next Trustees meeting.

At Nancy’s suggestion, the Subcommittee looked at Article V. The Subcommittee agreed to make a slight amendment to that Article.

Please see the Subcommittee's recommendations. Amendments are in red:

Current Article VI

ELECTIONS

Election of officers shall be held annually at the first meeting following the town election. No officer may serve more than two consecutive years in the same office. All Trustees including those newly elected are eligible to hold an office except that of Chairperson. In order to be elected Chairperson, a Trustee must have served as a member of the Board for at least one year prior to the May meeting.

Recommended Amendment to Article VI

ELECTIONS

Election of officers shall be held annually at the first meeting following the town election. All Trustees including those newly elected are eligible to hold an office except that of Chairperson. To be elected Chairperson, a Trustee must have served as a member of the Board for at least one year prior to the May meeting. **The Chairperson shall serve no more than two consecutive years. Vice Chair and Corresponding Secretary shall serve no more than three consecutive years in the same office.**

Current Article VII

Chairperson - It shall be the duty of the Chairperson to:

1. Open the meeting at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present.
2. Follow in proper sequence the written agenda.
3. State all proposals and put to a vote all motions that legitimately come before the Board and announce the results of each vote.
4. Participate on all aspects of discussion and exercise the same voting privileges as all members of the board.
5. Ask for motions from the floor; not to initiate motions.
6. Authenticate by signature all documents requiring approval of the Board.
7. Declare the meeting adjourned when the Board so votes.
8. Be knowledgeable about all aspects concerning the library administration.
9. Act as official spokesperson regarding the Board or designate someone to take his/her place as spokesperson when necessary.
10. Appoint all committees and designate the chairperson for each committee. The Chair has ex-officio standing on all committees.

Recommended Amendment to Article VIII

Chairperson - It shall be the duty of the Chairperson to:

1. Plan the meeting in consultation with the director, including preparing the agenda and designating the location.
2. Open the meeting at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present.
3. Follow in proper sequence the written agenda.
4. State all proposals and put to a vote all motions that legitimately come before the Board and announce the results of each vote.
5. Participate on all aspects of discussion and exercise the same voting privileges as all members of the board.
6. Ask for motions from the floor; not to initiate motions.
7. Authenticate by signature all documents requiring approval of the Board.
8. Declare the meeting adjourned when the Board so votes.
9. Be knowledgeable about all aspects concerning the library administration.
10. Act as official spokesperson regarding the Board or designate someone to take **they** place as spokesperson when necessary.
11. Appoint all committees and designate the chairperson for each committee. The Chair has ex-officio standing on all committees.

Recommended Amendment to Article V

3. The Board may amend policies and by-laws as needed, and will review each in their entirety at least every five years, **in years ending in zero and five.**

The Subcommittee agreed to make recommendations for the Amendments to Articles V, VII and VIII at the next Trustees meeting.

7:37 Meeting Adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees