

Chapter 9.6

**ABBOTT MEMORIAL LIBRARY BOARD OF TRUSTEES  
BYLAWS**

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**ARTICLE I. NAME**

**Sec. 9.6-1. Corporation name.**

The name of the corporation is Trustees of the Abbott Memorial Library. The Trustees of the Abbott Memorial Library shall be incorporated as a nonprofit corporation in the State of Maine. (Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-2—9.6-20. Reserved.**

**ARTICLE II. MISSION**

**Sec. 9.6-21. Awareness.**

The corporation shall raise awareness of the Abbott Memorial Library as a community resource and act as an advocate for public support of the library. (Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-22. Financial support.**

The corporation shall provide the Abbott Memorial Library with financial support beyond that provided by the town, to

enhance the library and its programs through ongoing fundraising and the responsible stewardship of bequests and endowments.

(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-23. Education.**

The corporation shall educate citizens about the library's resources and programs and thereby encourage their fullest use by the community.

(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-24. Cooperation.**

The corporation shall support and cooperate with the library in developing services and facilities for the community, particularly those which build literacy and encourage life-long learning.

(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-25—9.6-40. Reserved.**

**ARTICLE III. TRUSTEES**

**Sec. 9.6-41. Size of the board.**

The business and charitable affairs of the corporation shall be managed by a board of trustees. The board of trustees shall function in an advisory capacity only. The board shall consist of seven (7) trustees comprised of residents of the town or a resident of a contributing community. No more than one (1) member may be from a contributing community. New members will be appointed annually in December by the town council. The board shall review all candidates for appointment and provide a recommendation to the town council no later than November 30 of each year. Term of service for each new appointee shall begin in January.

(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-42. Term of appointment.**

The members shall serve for two (2) terms. A term consists of three (3) years. Terms are staggered. Members shall be limited to two (2) consecutive full terms. Individuals may seek reappointment to the board after one (1) year.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-43. Requirements for attendance at meetings.**

All members are expected to attend scheduled meetings. The secretary shall record attendance as either excused or unexcused and any member who misses three (3) consecutive meetings without being excused by the chairperson shall forfeit his/her membership on the board.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-44. Vacancies.**

When a vacancy occurs, the library chair shall advise the council in writing of the vacancy and ask that the vacancy be filled by an applicant recommended by the board of trustees for the remainder of the unexpired term.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-45. Selection of trustees.**

When a trustee's term expires or a vacancy occurs, the town shall provide due notice of the vacancy and solicit candidates for consideration for appointment. Applicants and trustees wishing to serve another term may pick up and return applications to the library or town office. Resumes from applicants are also desirable. All applications shall be delivered to the trustees for selection and recommendations to the town council, who will have final option. If a board member comes from a contributing town other than Dexter and that town stops contributing the annual fee to the library; the board member will serve until the end of his/her term, and will not be reappointed.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-46. Conflict of interest.**

No member of the board of trustees may use his/her position on the board to profit personally at the expense of the Abbott Memorial Library Board of Trustees. No member of the trustees shall vote on any matter in which such trustee, parent, spouse, child, partner, employer or similar related business entity has a direct, substantial interest in any property or business that would be specifically, directly or substantially affected by such actions. The Abbott Memorial Library Board of Trustees may establish additional reasonable policies to protect against any conflict of interest that could be detrimental to the board.  
(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-47—9.6-60. Reserved.****ARTICLE IV. MEETINGS****Sec. 9.6-61. Regular meetings.**

Regular meetings of the board shall be held the third Wednesday of every month, at 5:00 p.m. at the library.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-62. Special meetings.**

Special meetings may be called at any time by the chair of the board, and shall be called any time by the chair at the request of any three (3) members of the board, due notice having been given.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-63. Notice.**

A written agenda shall be either e-mailed or sent postal mail to each member of the board no less than five (5) business days before any regular meeting.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-64. Quorum.**

At all meetings, four (4) trustees shall constitute a quorum. A majority vote of the board is required to conduct official business. (Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-65. Annual meeting.**

An annual meeting of the corporation will be the regular January meeting of each year. Officers will be elected at this meeting and a budget for the year will be finalized. (Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-66—9.6-80. Reserved.**

**ARTICLE V. OFFICERS OF THE BOARD**

**Sec. 9.6-81. Elections.**

The board of trustees shall elect annually from their number, a chair, vice-chair, secretary and treasurer. The chair shall be limited to two (2) consecutive years. Elections will be held at the January meeting. Officers begin their term at once. (Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-82. Chair.**

The chair shall preside at all meetings and represent the board as its head. He/she will perform such duties as the board may order. (Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-83. Vice-chair.**

The vice-chair shall perform all duties of the chair in his/her absence. (Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-84. Secretary.**

The secretary shall attend all meetings of the board of trustees and keep the minutes of such meetings, give notices, prepare any

necessary certified copies of corporate records, make a record of excused and unexcused absences, and perform such other duties as may be determined from time to time by the board of trustees. The secretary shall preside at meetings at which the vice-chair is absent. In the event the secretary is absent at any meeting, the person presiding at the meeting shall appoint a temporary secretary to take minutes of the meeting.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-85. Treasurer.**

The treasurer shall have charge of the trustees' treasury, receiving and keeping the monies of the trustees, disbursing funds as authorized. The treasurer shall perform such other duties as may be determined from time to time by the board of trustees. The library director can deposit money in the trustee bank accounts and with the consent of the treasurer, write checks for library business.  
(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-86—9.6-100. Reserved.**

**ARTICLE VI. TRUSTEE-LIBRARIAN RELATIONSHIP**

**Sec. 9.6-101. Relationship.**

The library director shall attend all meetings of the board of trustees and shall report to the board on library matters at each meeting. The library director may participate in the discussion at all meetings.  
(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-102—9.6-120. Reserved.**

**ARTICLE VII. FUNDS MANAGEMENT**

**Sec. 9.6-121. Source of funds.**

Trustee funds are those revenues generated from special trust funds, and any monies derived from special programs or activities planned and organized to raise funds specifically for the board of trustees to benefit the library.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-122. Board of trustee funds.**

The treasurer of the board shall be the final authority for expenditure and accounting of trustee funds. The library director may be authorized to expend trustee funds only with approval of the treasurer.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-123. Audit.**

An independent audit of trustee funds will be conducted annually. All revenue sources shall be clearly defined and itemized.  
(Ord. No. C2011-11, 10-13-11)

**Sec. 9.6-124. Dissolution.**

Upon the dissolution of this organization, assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Town of Dexter for the sole purpose of the care, maintenance and programs of the Abbott Memorial Library, over and above the routine operational costs historically assumed by the Town of Dexter.  
(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-125—9.6-140. Reserved.**

**ARTICLE VIII. REVISIONS**

**Sec. 9.6-141. Revisions.**

Revisions of the bylaws may be made at any meeting of the board of trustees at which a majority of members is present and concurred with by the town council.  
(Ord. No. C2011-11, 10-13-11)

**Secs. 9.6-142—9.6-160. Reserved.**



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