

## Chapter 16

### **LIBRARY\***

#### **Sec. 16-1. Composition of board of trustees; appointment and terms of members; duties generally.**

(a) The board of trustees of the Newton Free Library shall consist of five (5) persons who shall have charge of all the affairs of the Newton Free Library and its branches. Such members shall be appointed by the mayor, subject to confirmation by the board of aldermen. The term of office of the members of such board shall be five (5) years and shall be staggered so that one trustee's term shall expire each June 30. Trustees shall continue to serve after expiration of their terms until their successors shall be duly appointed and qualified. Trustees in office on the effective date of passage of this ordinance shall serve until the end of their current terms and until their successors shall be appointed to serve terms of five (5) years or less to conform to the five-year staggered term system. Length of the interim terms shall be at the discretion of the mayor provided they conform to the staggered term system and five-year limitation. Trustees shall serve no more than two consecutive five-year terms; provided that trustees in office on the effective date of passage of this ordinance may serve until the end of their current terms if they have already served two or more consecutive five-year terms.

(b) The board of trustees of the Newton Free Library shall have the general care and control of the library, the interior of the building, its fixtures and furniture and the expenditure of all money appropriated therefor. It may make such rules and regulations for the use of the books and the reading room and fix and enforce such penalties for their violation as it deems expedient, subject at all times to such limitations, restrictions and amendments as the board of aldermen may direct. This section shall apply to the several branches of the library for which provision is made in whole or in part by the city government. (Rev. Ords. 1973, § 10-1)

#### **Sec. 16-2. Officers of board.**

(a) The board of trustees of the Newton Free Library shall annually choose, by ballot, one of their number to be president, and a secretary who need not be one of their number. The president and secretary shall hold office for one year, or until others shall be elected in their stead. Vacancies in either of the foregoing offices may be filled for the remainder of the year at any meeting of such trustees.

(b) The president shall be the presiding officer of the board. He may call special meetings whenever he shall deem it necessary. In his absence one of the trustees shall be elected president pro tempore.

(c) The secretary shall keep a record of the meetings of the trustees, which shall be subject at all times to the inspection of the members thereof. (Rev. Ords. 1973, § 10-2)

#### **Sec. 16-3. Library superintendent.**

The superintendent under the direction and control of the board of trustees of the Newton Free Library shall have charge of the library. He shall make a full and detailed report annually, and whenever called for by the board of trustees, of the condition and needs of the library. (Rev. Ords. 1973, § 10-3)

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\***Cross references**—Administration generally, Ch. 2-

**State law reference**—Authority to appropriate for library, G.L. c. 40, § 5

**Sec. 16-4. Appointment of and granting vacations to library employees.**

The board of trustees of the Newton Free Library may appoint a chief librarian, librarians, assistant librarians and such other employees as may be necessary for the proper care and operation of the library and the library building and the various branch libraries and buildings, and may grant to library employees appointed by them such vacations with pay as conform to the provisions of sections 2-65 to 2-67, inclusive; provided that, without regard to their length of service, librarians and assistant librarians classified in the professional service of the library may be granted vacations not exceeding four (4) weeks in any calendar year and other librarians and assistant librarians may be granted vacations not exceeding three (3) weeks in any calendar year. (Rev. Ords. 1973, § 10-4)

**Cross reference**—Vacations for city employees generally, § 2-65 et seq.

**Sec. 16-5. Legacies, bequests, devises, etc.**

All legacies, bequests, devises, donations, gifts or grants heretofore made to the Newton Free Library, its trustees or its managers, or to the city for the use and benefit of the Newton Free Library, or which shall hereafter be made to the library, or to the city for such library, shall be invested by the board of trustees of the Newton Free Library, and the income thereof expended for such use and benefit agreeably to the directions prescribed by the donor. (Rev. Ords. 1973, § 10-5)

**Sec. 16-6. Report to commissioner of public buildings.**

Whenever there shall be occasion for repairs or alterations in any part of the library buildings, the board of trustees of the Newton Free Library shall cause the same to be reported to the commissioner of public buildings. (Rev. Ords. 1973, § 10-6; Ord. No. 190, 12-20-76)

**Cross reference**—Public buildings department, Ch. 5, Art. I