



Bylaws

- I. Name of the organization:** Friends of the Milton Public Library
- II. Purpose of the organization:** The Friends of the Milton Public Library is organized for charitable and educational purposes. Its purpose is to maintain an organization of volunteers to raise funds for projects, facilities, and equipment that are beyond the scope of the Town budget for the library; to receive and encourage gifts, endowments, and bequests to the library; to support the mission and goals of the Milton Public Library; to aid the Library Board of Trustees and the Librarians in their efforts to make the Milton Public Library a vital community resource, and to promote responsible and sustainable stewardship of the organization's financial resources in support of the Library and its community.
- III. Membership:** Membership is open to any person interested in helping the library. There are no dues required at this time.

To become a voting member of the Friends of the Milton Public Library, an individual must:

- attend at least four (4) Member meetings in a calendar year **and**,
- within one (1) calendar year, participate in at least two (2) Friends fundraising events or activities **or** complete a minimum of fifteen (15) volunteer hours for the Friends.

Upon meeting these requirements, the individual shall be eligible for voting membership for one year. Voting membership requirements are to be renewed annually. Voting Members' rights include changes to the bylaws and the election of board members.

Library Director and Library Board of Trustees cannot be voting members.

IV. Governing body: The Friends shall have an Executive Board consisting of the following elected officers: President, Vice President, Secretary/Social Media, Treasurer, and Member at Large. To establish staggered terms and provide continuity of leadership, the terms of office shall consist of two (2) three-year terms, two (2) two-year terms, and one (1) one-year term. Officers may be reelected. An officer shall continue to serve until a successor is elected. Library Staff and Members of the Board of Trustees cannot serve on the Executive Board for the Friends of the Milton Public Library. In the event of a vacancy in the office of the President, the Vice President shall assume the office.

A. Officers

- **President:** core responsibilities include leading board meetings, overseeing fiduciary duties, and ensuring fundraising and volunteer efforts effectively support the organization's mission. The President is the Liaison between the Friends and the Milton Library Board of Trustees.
- **Vice President-** The Vice President shall assist the President in carrying out the latter's duties, preside at all meetings in the absence of the President, and shall perform such other duties as the President may direct.
- **Secretary/Social Media-** Shall keep accurate Minutes of the meetings, shall maintain custody of official records, shall keep a complete list of members, and shall send out all notices of meetings. Electronic copies will be stored in the Friends' Google Drive.
Scheduled member meetings and agenda topics will be announced at least 2 days before the meeting.
Meeting minutes will be sent to all members within 5 business days via email.
- **Treasurer-** Shall receive monies of the Friends and shall keep an accurate record of receipts and expenditures. One credit card will be issued to the treasurer. Any individual request for a purchase over \$500 must have prior approval by the Executive Board.
- **Member at Large**

V. Election of Board Members: At the end of a Board member's term or in the case of a vacated position, Members with voting rights will vote following Robert's Rules. A present member can self-nominate or move to nominate another member for a specific term. This nominee must be seconded by another present member. A nominee must receive a majority of votes to be elected. In the event of multiple nominees, the person with the most votes is elected. In the case of a tie, a revote will be held. Any nominee may reject their nomination.

VI. Meetings: There shall be at least 6 meetings annually. An Annual Report meeting will be held in April of each year. At this time, a report of the prior fiscal year will be presented. Meetings will be in the current newsletter, emailed to members, posted on social media, and in the Milton Independent. Meetings are open to Friends members and the general public.

A. Agendas and notices

Agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

The meeting will be structured according to the following sequence, unless circumstances make an altered order more efficient:

1. Participant sign-in
2. Call to order
3. Agenda items
4. Business for the next agenda
5. Adjournment

Regular business meetings may be called as needed. Three members of the Executive Board shall constitute a quorum.

VII. Funding: All purchases made on behalf of the Milton Public Library by this organization shall be by request of the library director and/or other authorized staff member. Any requests exceeding \$500 must receive prior approval from the Executive Board.

Members will be notified of any purchases made by the Executive Board for the sole purpose of the Friends group before or by the next general meeting.

No member, officer, or Executive Board member of this organization shall incur personal liability in connection with any undertaking of the organization. All obligations and liabilities of the organization shall be limited solely to its available funds and assets.

Neither the Executive Board nor any officer of the organization shall have the authority to borrow money in the name of, or on behalf of, the organization.

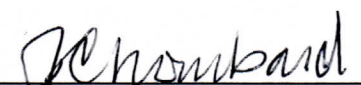
No Executive Board member or officer shall act as an agent of the membership or incur any financial obligation exceeding the amount authorized by the Executive Board for a specific purpose. Any expenditure or commitment beyond the approved allocation must receive prior authorization from the Executive Board.

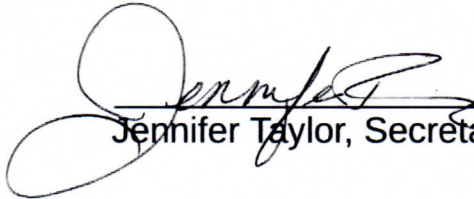
The IRS requires a tax return in April to maintain the 501 (3)(c) status.

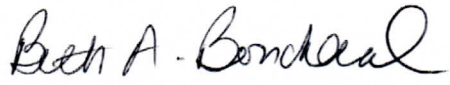
- VIII. Conflict of Interest Policy:** Officers and members must always act in the best interests of the organization and avoid any actual or perceived conflicts of interest. They may not use their position, the organization's name, or its resources for personal, professional, or financial gain. Members should not accept gifts or favors from vendors or contractors and must not participate in decisions involving contracts or purchases where they, their family, partners, or affiliated organizations have a financial interest. Any potential conflict must be disclosed promptly. Individuals with a conflict must recuse themselves from discussion, deliberation, and voting on the matter. The Board will determine whether a conflict exists if there is uncertainty, and all disclosures and recusals must be documented in the meeting minutes.
- IX. Ethics Statement:** All members of the Friends of the Milton Public Library will read and follow The Ethical Dozen for Friends of the Library, written by Donald B. Reynolds, attached to these bylaws.
- X. A procedure for amending the bylaws:** Proposed amendments must be presented at the Annual Report Meeting, and any proposed amendments must be decided by a $\frac{2}{3}$ vote of those present and voting. Any member of the Friends can suggest a change to the bylaws. The Executive Board will review the bylaws every 3 years starting in 2029.
- XI. A dissolution statement:** Upon dissolution or abandonment of this organization, the assets of the organization remaining after payment of or provisions for all debts and liabilities of this organization shall be donated to the Milton Public Library.
- XII. A statement of the rules of order to be followed in official meetings:** The current edition of Robert's Rules of Order Newly Revised, when not in conflict with these by-laws, shall govern the proceedings of this organization.

Approved and adopted on October 14, 2026


Alan Fletcher, President


Juliette Lombard, Vice President


Jennifer Taylor, Secretary/Social Media


Beth Bouchard, Treasurer

The Ethical Dozen For The Friends of the Library

By Donald B. Reynolds

1. Friends of the Library is a group of individuals who value public library services to the community and who volunteer their time, talents, and efforts to promote and support the vision, mission, and objectives of their library in whatever way will be helpful.
2. Friends organize to help support the work of the library, not to engage in the work and responsibilities of the library trustee board members or the library staff. Friends of the Library cooperate with both, but do not interfere with either. Friends recognize that they do not perform a decision-making role for the library: they are familiar with and support the policies of the library. Friends provide input into the library's long-range planning process and remain knowledgeable as to the status of the plan.
3. Friends support quality library services in the community through fundraising, volunteerism, and serving as advocates for the library's program.
4. Friends work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.
5. Friends subscribe to and believe in the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements.
6. Friends recognize that authority rests with the whole Friends board assembled in public meetings and shall make no personal statements or promises nor take any private action which

may compromise the board. They support the actions taken by a majority of the board and clearly differentiate personal opinions from board decisions.

7. Friends do not interfere with the library operations of the library staff.

8. Friends promote the library program to the public.

9. Friends conduct fundraising which complements the library's mission. Friends' activities support library board long-range plans and policies. Friends decide how to spend their funds after conferring with the library director.

10. Friends follow legal, professional, and ethical practices in making decisions. They scrupulously avoid personal conflicts of interest and do not condone them in others. They say nothing in a board meeting that could be construed to violate anyone's civil rights.

11. Friends serve as advocates for local, state, and national library issues and represent the library program to legislators and funders.

12. Friends are open and welcoming to suggestions, questions, and communications from the library staff, trustee board members, and the public.