

Meredith Public Library Board of Trustees Bylaws

ARTICLE I: NAME

This organization shall be called the Meredith Public Library Board of Trustees (herein referred to as the Board). It will exist by virtue of RSA 202 of the Laws of the State of New Hampshire and exercise the powers, authority, and responsibilities delegated to it under this statute.

ARTICLE II: MEMBERSHIP

- Section 1: The Board shall consist of seven (7) members, elected according to RSA 202-A: 6. The Board may also have no more than (3) alternates who may serve as a voting member of the Board should they be needed to attain a quorum. They may also serve on committees or as committee chairs.
- Section 2: Vacancies on the Board will be filled in accordance with RSA 202-A: 10.
- Section 3: Trustees shall not be compensated for services rendered as a Trustee.

ARTICLE III: OFFICERS & THEIR DUTIES

- Section 1: The officers shall be Chair, Vice-Chair, Co-Treasurers, and Secretary. The officers of the Board shall be elected at the first board meeting held after the town meeting and serve until the next town meeting. The positions of Vice-Treasurer or Vice-Secretary shall be created at the discretion of the Trustee Board to substitute for the Treasurer or Secretary when he/she is temporarily absent or is unable to perform his/her duties.
- Section 2: Officers' positions may rotate each year among the Board members.
- Section 3: Any officer vacancy which occurs during the year shall be discussed at the next regular meeting or at a special meeting called for that purpose.
- Section 4: The Chair shall preside at all meetings, authorize calls for special meetings, appoint all committees except those made by a motion and passed by a majority, and perform all duties associated with this office. The Chair will meet at least once a month with the Library Director to develop an agenda for the next Board meeting. At least five days before the meeting, each Trustee shall be provided with a copy of the regular meeting agenda and any other relevant material. The Chair may call for a motion, second, and vote upon any proposal before the Board. The Chair shall be an authorized signature on all trustee accounts.
- Section 5: The Vice-Chair shall act in the absence of the Chair. The Vice-Chair shall act as the Chair of the By-law and Policy Review Committee.

- Section 6: The designated Co-treasurers shall be responsible for all monies received as income from gifts, activities and trust funds and shall act as the Board liaison with the Town Finance Director about Library finance and budget issues. The Co-treasurers shall consult with the Library Director regarding coding and approving bills for submission to the Town for payment and preparing the annual budgets. As disbursing officers of the Board, a Co-treasurer shall sign all checks and provide written financial reports to Trustees on or before the monthly meeting, shall accept the interest due on trust fund income handled by the Trustees of Trust Funds and will act as liaison to the account manager for the Library Trust Funds. A Co-treasurer will be Chair of the Budget Committee.
- Section 7: Two authorized trustee signatures are needed for amounts over \$5,000.00. One signature for all other incurred expenses.
- Section 8: Since it is difficult to be part of a meeting and take the minutes, the Board has chosen to hire a scribe. The scribe shall keep minutes of all meetings of the Board and send copies of these minutes to members of the Board at least five (5) days prior to the next scheduled meeting. The scribe shall also post minutes at required public locations no later than five (5) days following a meeting or as required by statute. The Library Director shall see that all minutes are on permanent file at the library. The Secretary is responsible for making sure that the scribe and the Library Director have taken care of the before mentioned duties. The Secretary shall be the Chair of the Nominating Committee.

ARTICLE IV: MEETINGS

- Section 1: The regular meetings of the Board shall be held at the Meredith Public Library or such other place as the Board may determine. The meetings are usually held on the second Tuesday of each month at 6:00PM. Date and time may be changed at the discretion of the Board.
- Section 2: Special Board or committee meetings may be held at any time at the call of the Chair or any three committee members.
- Section 3: All Trustee meetings shall be posted twenty-four (24) hours in advance of the meeting and shall be open to the public in accordance with RSA 91.
- Section 4: Trustees are expected to attend all board meetings. Any Trustee with three unexcused absences during the year between town meetings may be asked to resign by the Board. Absences shall be considered excused if prior notification is given to the Chair of the Board, the Vice-Chair, or the Library Director.

- Section 5: A quorum for the transaction of business at any board meeting shall consist of four (4) members of the Board or Board alternates. An affirmative vote of the majority of all members present at the time will approve any action before the Board.
- Section 6: General compliance with Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

ARTICLE V: TRUSTEE DUTIES

- Section 1: The Trustees, with the help of the Library Director, shall acquaint themselves with the general trends in library developments to assure that the best quality library services are provided to the community. Each trustee should attend at least one workshop or conference annually related to Library Trustee development.
- Section 2: The Trustees, as the governing body of the Library, shall be responsible for the following:
 - a) Hiring of the Library Director and Assistant Director.
 - b) Firing of any Library personnel.
 - c) Determining or revising policy as needed, which governs the operations and programs of the Library.
 - d) Formulating an annual budget for presentation to the Meredith Board of Selectmen and formulating an annual Trustee Budget.
 - e) Procuring of adequate financial resources from the Town.
 - f) Expending Town funds, trust funds, and all monies appropriate for the use of the Library.
 - g) Accepting gifts and donations.
 - h) Maintaining and determining future development of the physical plant of the Library building.
 - i) Attaining and maintaining the standards recommended by the NHLTA and ALA.
 - j) Reviewing bank and investment statements monthly.
 - k) Reviewing the Spending and Investment Policies annually.

ARTICLE VI: LIBRARY DIRECTOR

- Section 1: The Board shall hire a qualified Library Director and an Assistant Director who shall be the executive administrative officers of the library.
- Section 2: The Director shall have the authority to hire employees without prior Board approval, provided that such action be reported to the Board and affirmed at their next regular meeting.
- Section 3: The Director shall be held responsible for proper direction and supervision of the staff, for the care and maintenance of library property, the proper and adequate selection of library resources in keeping with the policies established by the Trustees, and for the efficient provision of library service to the public.
- Section 4: The Director shall provide monthly written and verbal reports to the Board regarding library operations.

ARTICLE VII: COMMITTEES

- Section 1: The Chair shall appoint committees for such specific purposes as the business of the Board may require. Each committee will be discharged upon completion of its purpose after it has given a final report to the Board.
- Section 2: Committees will make regular reports on their progress to the Board.
- Section 3: No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the Board.

ARTICLE VIII: AMENDMENTS

These by-laws may be amended by the majority vote of all members of the Board provided that written notice of proposed amendment, alterations or repeals shall have been provided to all members at least five (5) days prior to the meeting at which such action is proposed to be taken.