

Chamberlin Free Public Library: Board of Trustees By-Laws

I. Name

- A. The name of the board is the Chamberlin Free Public Library Board of Trustees (hereinafter "Board").

II. Authority and Duties

- A. As specified in New Hampshire, TITLE XVI, LIBRARIES, Chapter 202-A, PUBLIC LIBRARIES, 202-A:11 Powers and Duties:
 1. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;
 2. Prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction, capital improvements of existing library property;
 3. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a non-lapsing separate fund and shall be in addition to the appropriation;
 4. Expend income from all trust funds for library purposes for the support and maintenance of the public library in said town or city in accordance with the conditions of each donation or bequest accepted by the town or city;
 5. Appoint a library director who shall not be a trustee and, in consultation

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with the library director, all other employees of the library and determine their compensation and other terms of employment unless, in the cities, other provision is made in the city charter or ordinances.

a) The library director shall have the authority to administer all trust funds for library purposes for the support and maintenance of the public library. (See 4., above.)

(1) The library Director shall be responsible for trust fund record-keeping and ensuring operating expenses are paid.

(2) The library Director shall be the sole signatory for personnel-related reimbursement checks to the Town of Greenville and library-related goods and services checks in an amount less than \$2,500.00. Two signatories are required for checks for \$2,500.00 or more to pay for goods and services.

III. Membership

A. Membership. Membership on the Board shall consist of five (5) members, residents of the town of Greenville, NH, who shall be elected officials of the town for a term of three (3) years.

1. As specified in New Hampshire, TITLE XVI, LIBRARIES, Chapter 202-A, PUBLIC LIBRARIES, 202-A:6 Library Trustees; Election; Alternates. – ... Any town having a public library shall, at a duly warned town meeting, elect a Board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

B. Vacancies.

1. As specified in New Hampshire, TITLE XVI, LIBRARIES, Chapter 202-A, PUBLIC LIBRARIES, 202-A:10 Library Trustees; Vacancies; Alternates. – Vacancies occurring on any board of library trustees in a town shall be

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filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the Board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

IV. Officers and Staffing

A. Officers

1. The officers consist of a Chair and Vice chair who shall be selected by the Board membership at April Board meeting, and who shall serve for one-year terms. Officers may be reelected.
2. Duties of the Chair
 - a) The Chair shall have general supervisory and directional powers over the Board. The Chair shall preside at all Board meetings and set the Board's agenda.
3. Duties of the Vice Chair
 - a) The Vice chair shall execute all powers of the Chair in the absence of the Chair.
4. In the absence of both the Chair and Vice Chair from a Board meeting, the members shall select a temporary Chair for the meeting.

B. Secretary

1. The Secretary shall keep a true and accurate account of all Board meetings and shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board.

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C. Treasurer

1. The Treasurer is responsible for oversight in the depositing and disbursing of library funds, maintaining appropriate records and providing a monthly treasurer's report to the Board.

D. Library Director and Staff.

1. The library Director, appointed by the Board, shall be the executive and administrative officer of Chamberlin Free Public Library and shall represent the Library at town departmental meetings. The library Director shall carry out policies adopted and approved by the Board, develop annual budgets, be responsible for the employment and direction of the staff, for the care and maintenance of library equipment, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The library Director shall attend all library Board meetings and shall present reports on the status of the library at each regular meeting.

V. Procedures

A. Meetings.

1. The Board shall hold regular public meetings on the second Monday of every month at Chamberlin Free Public Library. Changes to the meeting schedule can be made by a majority vote of the Board.
2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:
 - a) Call to order
 - b) Approval of minutes
 - c) Treasurer's report
 - d) Circulation report
 - e) Systems report

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- f) Old Business
- g) New Business
- h) Public Presentations

- B. The business of the Board shall be conducted in public session unless otherwise permitted by state law. All meetings of the Board shall be posted to comply with state law. State law requires all meeting dates be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- C. Special meetings may be called by the Chair, secretary of the Board, at the request of two members or by the library Director, provided that notice is given to all members and to the public at least 24 hours in advance of the special meeting.
- D. Quorum.
- 1. Fifty-one percent (51%) of the voting membership of the Board shall constitute a quorum.
- E. Parliamentary Authority.
- 1. The parliamentary authority for the Board is Robert's Rules of Order Revised, 10th ed, except as provided by these rules or local, state or federal law.
- F. Committees.
- 1. The Chair shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
 - 2. All committees shall make a progress report at each Board meeting.
 - 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- G. Minutes.
- 1. Minutes shall be kept for all meetings of the Board. The minutes shall

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include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the library Director within five (5) business days of each meeting for posting on the library website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the Board at the next meeting of the Board, or as soon as possible. Final approved minutes shall be provided to the library Director for posting on the library website.

H. E-mail accounts.

1. Board members may obtain a chamberlinlibrary.org e-mail address or use their personal email to facilitate communications regarding meetings, agendas and the dissemination of information.
2. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the Board. In addition, Board members shall refrain from conducting the official business of the Board outside the view of the public and the press unless permitted by state law.

I. Nonpublic meetings.

1. The Board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the template prepared by New Hampshire Municipal Association.

J. Amendment of Rules.

1. These rules may be repealed or amended by a majority vote of the Board.