

Board of Trustees Bylaws (RSA 202-A: 11, 1)

Abbott Library, Sunapee NH

ARTICLE I: NAME

This organization, existing by virtue of RSA Section 202 of the Laws of the State of New Hampshire and exercising the powers and authority and assuming the responsibilities delegated under this statute, shall be called the Abbott Library Board of Trustees (RSA 202-A:2). The Board of Trustees is the governing body of the Library and is responsible for its custody and management, and shall establish policies that cover all facets of library operation (RSA 202-A: 11:1).

ARTICLE II: MEMBERSHIP

Section A: The Board of Trustees shall be composed of seven (7) members elected according to RSA 202-A:6. Trustees shall serve without compensation. However, Trustees may be reimbursed for necessary travel and lodging expenses to attend professional meetings or otherwise traveling on Library business. Trustees shall serve staggered 3-year terms. All Trustees shall take an oath of office. (RSA-42:2)

Section B: Vacancies on the Board shall be filled in accordance with RSA 202-A:10.

Section C: The Board of Trustees may recommend to the Board of Selectmen the appointment of up to three alternate members. The alternate members shall be appointed to 1-year terms and may serve as alternate members on the Board, with full voting privileges, when elected members are unable to attend a Board meeting (RSA 202-A: 10). Alternate members shall not assume the role of the Chair, Vice Chair or Treasurer.

ARTICLE III: OFFICERS AND THEIR DUTIES

Section A: The Officers shall be Chair, Vice Chair, Treasurer, and Secretary. The Officers shall be elected annually by the Board at its first meeting after the Town Elections. They shall assume office immediately upon election.

Section B: Any Officer vacancy that occurs during the year shall be filled at the next regular Board meeting or at a special meeting called specifically for that purpose.

Section C: The Chair shall preside at all meetings of the Board, call for special meetings, and perform all other duties associated with the office. The Board may designate additional responsibilities to the Chair. The Chair may move, second and/or vote upon any proposal before the Board. The Chair shall prepare, and distribute to each Trustee and alternate member by placing it in his/her library mailbox, by first class mail or by Email, a copy of the regular meeting agenda and any other relevant material, at least three days before the meeting. The Chair shall be an authorized signatory on Trustee accounts. The Chair shall be bonded.

Section D: The Vice Chair shall act in the place of the Chair when she/he is absent. The Vice Chair shall be an authorized signatory on Trustee accounts. The Vice Chair shall be bonded.

Section E: The Treasurer shall be responsible for all monies appropriated by the Town and for funds with which the library is endowed. With the assistance of the Library Director, the Treasurer shall prepare written monthly financial reports and the Annual Budget, and shall present them to the Board of Trustees for approval.

The Treasurer shall perform other such duties as are generally required of the office. The Treasurer shall be an authorized signatory on Trustee accounts. He/She shall receive all interest due from the "Trustee Trust Fund" and deposit it to the credit of the Abbott Library. The Treasurer shall be bonded.

Section F: The Secretary shall keep true and accurate minutes of all meetings of the Board. Minutes shall be distributed in accordance with RSA 91-A.

Minutes made available within the 5-day time frame are the minutes of the meeting and can be amended at the next regularly scheduled meeting of the trustees. Minutes are kept on permanent record at the library. Once approved the minutes will be made available on the library website and town website.

The secretary shall perform such other duties as are generally associated with the office.

ARTICLE IV: MEETINGS

Section A: Regular meetings shall be held once a month on a day, time and location to be determined by the Board. A change in the date, time and/or location of a regular meeting may be authorized by the Board. A minimum of three days' notice of all meetings of the Board shall be posted at the Library, in the Post Office and at the Town Hall.

Section B: Special meetings may be held at any time at the call of the Chair or by petition, with a minimum of 24 hours' notice to allow for posting procedures.

Section C: The Board may hold a non-public session in accordance with RSA 91-A: 3.

Section D: Trustees are expected to attend all Board meetings, and, as elected officials, are subject to RSA 643, the Abuse of Office Law. Three or more unexcused absences during the period between annual Town elections may be cause for the Board to ask that member to resign. The Chair shall notify any Trustee thus asked to resign by first class mail at his/her last known address. Absences shall be considered excused if prior notice is given to the Chair, Vice Chair, Secretary or Library Director.

Section E: A quorum for the transaction of business at any meeting of the Board shall be four (4) members, one of who must be the Chair or Vice Chair. For the purposes of a quorum, an alternate member, as described in ARTICLE II, Section B of these Bylaws, shall be counted as a full member of the Board. However, an alternate member may not assume the role of the Chair, Vice Chair or Treasurer.

Section F: Unless otherwise stated in these Bylaws, the latest edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board.

ARTICLE V: LIBRARY DIRECTOR

Section A: The Board shall appoint a qualified Library Director who shall be the executive administrative officer of the library. He/She shall assist the Treasurer in preparing written monthly financial reports and the Annual Budget.

Section B: The Library Director shall specify the duties of all employees and report to the Board ~~the~~ all appointments, dismissals and resignations.

Section C: The Library Director shall be responsible for the direction and supervision of the staff and for the care and maintenance of the library property. She/He shall be responsible for the proper and adequate selection of library resources in keeping with the policies approved by the Board of Trustees and for the efficient provision of library service to the public.

Section D: Monthly, or at other times as requested by the Board, the Library Director shall make reports to the Board regarding the operations of the Library.

ARTICLE VI: COMMITTEES

Section A: The Board shall appoint committees of one or more members for such specific purposes as the business of the Board may require. Each committee shall be discharged upon completion of the purpose for which it was established and after it has given a final report to the Board.

Section B: Committees shall make regular progress reports to the Board.

Section C: No committee shall have other than advisory powers unless authority to act for the Board in a specific instance is granted by the Board. The Board may rescind this authority at any time.

ARTICLE VII: FUNDS, GIFTS AND MEMORIALS

Section A: In accordance with RSA Section 31:25, the Trustees shall formally adopt a policy for handling all investments made by them or by their agents for any funds, gifts or memorials in their custody.

Section B: Gifts of money, real property and/or stock may be accepted if conditions attached by the donor are acceptable to the Board and the gifts are made in accordance with applicable Local, State and Federal Laws. Personal property such as art and antiques may also be accepted, at the discretion of the Board.

Section C: The Chair, Vice Chair, Treasurer, and other board members as appointed by the board shall be signatories on Trustee accounts. Unless otherwise authorized in a specific instance (such as a capital fund campaign) all checks drawn on Trustee accounts shall require at least two authorized signatures.

ARTICLE VIII: CONFLICT OF INTEREST

Members of the Board of Trustees have accepted an influential position in which they may learn of such issues as possible job openings, bid lettings, land purchases, and building maintenance contracts. In order to avoid even the appearance of impropriety, it is vital and expected that members will recuse themselves from all discussions and votes where connections or bias can be questioned because of personal and family employment, memberships or association. This recusal will be acknowledged in the meeting minutes.

ARTICLE VIX: AMENDMENTS These Bylaws may be amended by the majority vote of all members of the Board provided that written notice of any proposed amendment, alteration or repeal shall have been provided to all members of the Board at least ten days prior to the meeting at which such action is proposed to be taken. A full review of these Bylaws will be made a minimum of once every five years.

Approved: 12/21/2004

Revised: 10/16/2007

Most recently approved by the Abbott Library Board of Trustees: 15 June 2010

Revised and Approved: 04/19/2011

Revised and Approved: 03/15/2016

Revised and Approved by the Abbott Library board of Trustees: 5/16/2019