

Newmarket Public Library

Board of Library Trustees Bylaws

Article 1: Name

This organization shall be called the Board of Trustees of the Newmarket Public Library existing by virtue of RSA 202 of the laws of the State of New Hampshire and exercising the powers and authority and assuming the responsibilities delegated to it under this statute.

Article 2: Membership

The Board of Trustees shall be composed of five members. The term of office shall be three years. Trustees must be residents of the town of Newmarket, NH. Terms of office shall be staggered so that there is a level of consistency within the Board.

One member (Member at Large) shall be elected for a three year term at the annual town election.

Four members shall be recommended by the Board and appointed by the Town Council.

Article 3: Officers

The Board of Trustees shall elect annually (after the Town election and/or appointment to the Board) a chairperson, a vice-chair, a treasurer and a secretary. These officers will serve until the next Town Election.

Chairperson: The Chairperson shall preside at all meetings of the Board, authorize calls for special meetings of the Board and perform all duties associated with the office. The chair shall prepare and send each Trustee a copy of the regular meeting agenda and any other relevant material at least three days before the meeting.

Vice-Chair: The Vice-Chair shall act in place of the Chair when the Chair is absent.

Treasurer: The Treasurer shall keep funds of the Library in a banking institution(s) in the name of the Library. These funds shall be kept separate from town appropriated funds. The treasurer shall render at each regular business meeting a report setting forth the receipts, disbursement, and balance of funds so held.

Secretary: The Secretary shall keep a record of the proceedings of the Board and present these minutes at monthly meetings. Minutes shall be retained permanently at the library.

Article 4: Meetings

Regular meetings shall be held each month on a date, time and place determined annually after the regular town election

Special Meetings may be held any time at the call of the Chair or in the absence of the Chair and the Vice Chair.

Quorum: A quorum for the transaction of business at any meeting shall consist of a majority of the Board.

Director: The Director is expected to attend all Board Meetings and may participate in the discussion to offer professional advice, but may not vote upon any question. The Director may seek to be excused from attendance by the Board in advance of a meeting. In the absence of the Director the Assistant Director is expected to attend if possible.

Conduct of Meetings: All meetings shall be conducted in accordance with established procedures, the Open Meeting Law (RSA 91-A), and the laws of the state of New Hampshire.

Majority Vote: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action of the Board.

Public Meetings: Meetings shall be posted in two public places three days prior to the next meeting. The public may attend any public meeting.

Non-Public Meetings: Non-public meetings may be held in accordance with RSA 91-A: 3 II.

Article 5: Library Director

The board shall appoint a qualified library director who shall be the executive administrative officer of the library.

The director is responsible for the 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.

The director shall make monthly reports to the Board regarding the operations and operating budget of the library.

Article 6: Friends

The Friends are an autonomous, independent organization with their own officers and structure. Friends are not responsible for the governance of the library. Trustees may be members of the Friends but should not be officers. It would be a serious conflict of interest for the governing board to administer an autonomous citizen's group. (NH Library Association Manual, August 2011)

Article 7: Budget


The Director shall prepare a proposed annual budget for the operation of the Library for the consideration by the Library Board. Upon approval by the Library Board, a budget shall be submitted to the Budget Committee and the Town Council.

BYLAWS ADOPTION/APPROVAL

The preceding bylaws have been reviewed and approved by the Trustees on May 14, 2013 The bylaws may be amended at any time, giving appropriate notice and with approving signatures. The bylaws will be reviewed on an annual basis.



Chairperson



Treasurer



Secretary