

DUNBARTON PUBLIC LIBRARY TRUSTEES BYLAWS

I. Membership

- a. Five Trustees shall be elected to a three-year term on a regular ballot at Town Meeting in accordance with New Hampshire Statutes (see Chapter 202:A Public Libraries). Candidates must file for the office with the Town Clerk, as announced in February. After the election, those elected shall be sworn in by the Town Clerk.
- b. Trustees are expected to attend all board meetings, but the Chairperson may excuse a Trustee from a particular meeting for good cause.
- c. According to state law, no Trustee shall receive any compensation for services rendered as Trustee.
- d. Whenever a vacancy occurs among the trustees, the Board of Selectmen shall, by law, fill it by appointment until the next Town Meeting. The Chairperson of the Trustees shall notify the Selectmen of the vacancy and provide a recommendation for a replacement.

II. Meetings

- a. Regular meetings shall be held on the first Monday of every month in the Dunbarton Public Library, unless voted otherwise by the Trustees. A special meeting may be called by the Chairperson or Library Director.
- b. All monthly meetings, committee meetings, and special meetings of the Board of Trustees shall be public meetings, and shall be posted as required by NH laws. Minutes of all meetings shall be publicly posted, and minutes of all meetings shall be filed as required in RSA 91-A:2 II, NH Right to Know Law.
- c. The Board of Trustees may allow one or more members to participate remotely if in-person attendance is not reasonably practical. However, a quorum must be physically present at the meeting location, except in an emergency (as defined in statute RSA 91-A:2). Each part of the meeting must be audible "or otherwise discernable" to the public at the location of the meeting.
- d. A quorum shall consist of three members of the Board.
- e. The Library Director shall attend all meetings of the Trustees except those in non-public session.
- f. The latest edition of Roberts Rules of Order shall govern the parliamentary procedures of the Board.

III. Officers

- a. The Board of Trustees shall elect annually (after the town election and appointment on to the Board), from their own number, a chairperson, a treasurer, and a secretary. The board may employ a non-trustee as bookkeeper.
 - i. *Chairperson*, who presides at all meetings of the Board, and is responsible for the proper conduct and effectiveness of such meetings. The Chairperson authorizes the call for any special meeting, appoints committee members, executes all documents authorized by the Board, and generally performs all duties associated with that office.
 - ii. *Secretary*, who is responsible for an accurate and timely record of all meetings of the Board, and performs other duties associated with that office.
 - iii. *Treasurer*, who works with the Library Director to ensure that appropriate

financial reports are made available to the Board on a timely basis. The Treasurer assists the Library Director in preparing the annual budget, and presenting the budget to the Board for approval. He/She authorizes bills for payment, and performs all duties associated with that office.

- b. Trustees may be removed from these offices at any meeting of the Board by a majority vote, in which event new officers will be elected from among the Trustees.

IV. Committees

- a. Standing committees of the Board of Trustees shall consist of the Finance Committee, Facilities, Personnel, Public Relations, and Policies. Chairpersons of these committees shall be appointed by the Chairperson of the Board of Trustees, or by the membership of the committee. Regularly scheduled meetings of these committees will be posted by the Secretary. Notices of other unscheduled meetings shall be posted by the committee chairperson. Minutes of all committee meetings shall be taken and filed in accordance with State laws.
- b. Ad Hoc committees may be created for purposes other than functions of the standing committees. These committees may consist of Trustees as well as members of the general public and shall act in an advisory role to the Board of Trustees. Members of these committees shall be selected by the Board of Trustees, and the ad hoc committee chairperson shall be appointed by the Chairperson of the Board of Trustees. Ad Hoc committee meetings are public meetings and shall be publicly posted and minutes shall be taken and properly recorded.

V. Conflicts of Interest

- a. The Board of Trustees shall comply with New Hampshire RSA 7:19 regarding conflict of interest on any issues before the Board. The statute reads in part "Directors, officers, and trustees of charitable trusts shall serve on the governing boards of such charitable trusts only for the charitable purposes of the organization. If such directors, officers or trustees are serving for any other expressed or intended reasons, they shall not serve on the governing board of the organization."
- b. Trustees of the Dunbarton Public Library may recuse themselves from any vote in which there is a perceived conflict. In those cases, the Trustee shall also refrain from any discussion or participation on the issue in question. Questions regarding conflicts of interest shall be presented to and decided by the Chairperson of the Board of Trustees.

VI. Library Director

- a. The Board, as required by law, shall appoint as Director of the Library (the "Director") a person duly qualified to act as such. The Director shall be appointed for a term of years pursuant to N.H. RSA 202-A:15. Trustees are not eligible for appointment to the position of Director.
- b. The Director shall be the executive officer of the Board. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the daily care and maintenance of Library property, for an adequate and proper selection of books, for maintaining efficient Library service to the public, for its financial operation within the limits of the budgeted appropriation,

and for adhering to all applicable Library policies. The Director shall assist the Board in the formulation and submission of an annual budget and specific Library-related requirements in any collective bargaining negotiations affecting Library policy and personnel, and shall recommend the form and substance of agreement for action by the Board.

- c. The Director shall make hiring recommendations to the Board. The Board shall appoint (hire) all employees after consultation with the Director.
- d. The Director shall prepare and submit to the Board at each regular meeting a report of matters concerning the Library and of the activities of the Library during the prior month.
- e. The Director shall prepare a proposed annual budget for the operation of the Library for consideration by the Library Board. Upon approval by the Library Board, a budget shall be submitted to the Selectmen and to the Budget Committee for inclusion in the Town budget.

VII. Amendments to By-Laws

- a. These Bylaws may be altered or amended by two-thirds majority vote of the full Board at a regular meeting, notice of the proposed changes having been given at a previous meeting and publicly posted in accordance with RSA 91-A:2 II, NH Right to Know Law.

Adopted by the Dunbarton Public Library Board of Trustees, March 7, 1994,
revised July 12, 2021