

**BY-LAWS
CHESTERFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES**

ARTICLE I: NAME

This organization shall be called the Board of Trustees of the Chesterfield Public Library existing by virtue of RSA 202-A:11 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 II: MEMBERSHIP

Section 1. The Board of Trustees shall consist of seven (7) members elected according to RSA 202-A:6 and a Selectman representative serving in an advisory position.

Section 2. With the exception of the selectman, the Board members shall be elected to three-year terms by the voters at the March Town Meeting.

Section 3. Vacancies on the board will be filled in accordance with RSA 202-A:10. Recommendations by the Board of Trustees may be presented to the Selectmen.

Section 4. Pursuant to RSA 202-A:10, the Board may recommend to the Selectmen no more than three people to serve as alternate members of the Board when elected members are unable to attend a meeting. The alternates are appointed for one-year terms and have voting rights only when filling in for an absent Trustee. They will not serve as Chair or Treasurer, unless in extraordinary circumstances. Alternates should attend every meeting and have the same concerns for the library as the regular Board members.

ARTICLE III: OFFICERS AND THEIR DUTIES

As stated in RSA 202-A:6, the Library Board of Trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11.III, but excepting trust funds held by the town.

Section 1. The officers of the Board of Trustees shall be Chair, Assistant Chair, Secretary, and Treasurer. The officers shall be elected by majority vote of the Board at the annual meeting each year. The duly elected officers shall take office at the close of the annual meeting, and shall hold office until their successors have been duly elected.

Section 2. The positions of the officers shall rotate each year among the members of the Board of Trustees with no officer holding the same position for more than three consecutive years.

Section 3. Any officer vacancy which occurs during the year shall be filled at the next regular meeting, or at a special meeting called for that purpose.

Section 4. The Chair shall preside at all meetings of the board, authorize calls for special meetings of the Board, appoint all committees except those made by a motion and passed by a majority, 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 five days before the meeting. The Chair may move, second and vote upon any proposal before the board. The Chair shall be an authorized signature on all trustee accounts.

Section 5. The Assistant Chair shall act in the place of the Chair when s/he is absent. The Assistant Chair shall act as the Chair of the Bylaw and Policy Review Committee.

Section 6. The Treasurer shall be responsible for all monies appropriated by the town and for funds with which the library is endowed. As the disbursing officer of the board, the treasurer shall sign all checks, provide written monthly financial reports, consult with the director in preparing the next year's budget, accept the interest due on trust funds handled by the trustees of the trust, and shall perform such other duties as are generally required of the office.

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Section 7. The Secretary shall promptly record the minutes of all meetings of the board, including the names of members, persons appearing before the board, and a brief description of the subject matter discussed and final decisions. The Secretary shall also (i) see that the minutes are open to public inspection not more than 5 business days after the meeting, unless an exception applies under RSA 91-A:6, (ii) see that the minutes are placed on permanent file at the library and sent to all members of the board five days before the next meeting, and (iii) perform such duties as are generally associated with the office.

ARTICLE IV: MEETINGS

Section 1. Regular meetings shall be held on the third Tuesday of each month at a time and place to be determined by the board.

Section 2. Special meetings may be held at any time at the call of the Chair or any four board members.

Section 3. The time and place of all trustee meetings shall be posted in 2 appropriate places at least twenty four 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. Three unexcused absences during the year between town meetings shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given to any other member of the board of trustees.

Section 5. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board being present. An affirmative vote of the majority of all members present at the time will approve any action before the board.

Section 6. The latest edition of Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

ARTICLE V: LIBRARY DIRECTOR:

Section 1. The board shall appoint a qualified library director who shall be the executive administrative officer of the library and who shall not be a Trustee

Section 2. The director shall recommend to the board the appointment and specify the duties of other employees. The director shall have the authority to appoint interim or part-time employees without prior board approval, provided that such appointment be reported to the board at their next regular board meeting.

Section 3. The director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the 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 make monthly reports to the board regarding the operations of the library in whatever form the board determines.

ARTICLE VI: COMMITTEES

Section 1. The Executive Committee of the Board of Trustees shall consist of the following three (3) Board members: the Chair (or the Vice-Chair in the absence of the Chair), the Secretary and the Treasurer. The Executive Committee is responsible for periodically conducting a review and evaluation of the performance

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of the Library Director, and may be assigned other duties and responsibilities by a majority vote of the entire Board.

Section 2. The Chair shall appoint committees of one or more members for such specific purposes as the business of the board may require from time to time. Each committee will be discharged upon completion of the purpose for which it was established and after it has given a final report to the board.

Section 3. Committees will make regular reports on their progress to the board.

Section 4. No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the board.

ARTICLE VII: USE OF THE BUILDING

The library building shall not be used for any purpose other than library services excepting with the written consent of four trustees, and then only with the presence of a librarian or appointee.

ARTICLE VIII: FISCAL YEAR

The library's fiscal year shall conform to the town's fiscal year.

ARTICLE IX: AMENDMENTS

These bylaws 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 ten days prior to the meeting at which such action is proposed to be taken.

Approved: Date: ____6/27/17____