

**Town of Londonderry
Leach Library Board of Trustees
MEETING NOTICE**

LONDONDERRY LEACH LIBRARY
TRUSTEE BYLAWS

Londonderry
New Hampshire
October 1991
Revised March 2001

LONDONDERRY LEACH LIBRARY
BOARD OF TRUSTEES
BYLAWS

ARTICLE I: ORGANIZATION

Section 1: Name and Statutory Authority

1.1 This organization shall be called "The Londonderry Leach Library Board of Trustees" (hereinafter referred to as "Board") existing by virtue of the provisions of Chapter RSA 202-A of the Laws of the State of New Hampshire, which are herein incorporated by reference, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2: Membership and Vacancies

2.1 The Board shall be composed of seven (7) registered voters of the Town of Londonderry duly elected by ballot annually for a three-year term. Should a vacancy arise for any reason, the Board of Trustees, pursuant to RSA 202-A:10, shall recommend to the Town Council a qualified individual for appointment to the vacancy until the next Town Election.

Section 3: Officers

3.1 The Officers shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer, elected from among the members of the Board for a one year term at the first Trustee meeting following Town Elections.

3.2 The Chairperson, shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.

3.3 The Vice-Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.

3.4 The Recording Secretary shall keep a true and accurate record of all meetings of the Board, provide a copy of the minutes of each Board meeting, place a copy of the minutes in the permanent records at Town Hall with the Town Clerk and maintain the Trustee File at the Library which should include Trustee minutes, Librarian reports, and Board related materials. In the absence or inability of the Secretary, the duties shall be performed by any other member that the Chairperson shall designate.

3.5 The Treasurer shall be the disbursing officer of the Board, sign all checks, pay bills in a timely manner, establish and maintain separate accounts for books and fines, Trustee activities and a building fund, reconcile bank statements monthly and present a quarterly financial report to the Board. In the absence or inability of the Treasurer, the duties shall be performed by any member that the Chairperson shall designate.

3.6 In the event that an officer shows gross negligence, or consistent failure or refusal to perform his/her duties, or misses three consecutive meetings, he/she may be removed from office upon a two-thirds (2/3) vote of the Board. Notice that such a vote is to take place shall be made at the meeting preceding the meeting at which the vote is to take place.

ARTICLE II: DUTIES & OBLIGATIONS

Section 1: The Board

1.1 The Trustees are the governing board of the Library (RSA 202-A:2 II). They shall have the entire custody and management of the library and of all the property of the Town related thereto.

1.2 The Trustees shall adopt bylaws, rules and regulations (a) for its own transaction of business and (b) for government of the Library (RSA 202-A:11 I).

1.3 The Library Director shall prepare and the Board shall review, modify and approve the annual budget for the operating and maintenance of the Library from public funds, and such other reports as required by law (RSA 202-A:11 II).

1.4 The Trustees shall expend all moneys raised and appropriated by the Town for Library purposes (RSA 202-A:11 III) and any income from trust funds (RSA 202-A:11 IV). All money received from fines and payments for lost or damaged books and circulated materials shall be held in a non-lapsing separate fund and shall be in addition to the appropriation.

1.5 The Trustees shall appoint a Librarian, whose title shall be Library Director and who is not a Trustee. The Trustees shall appoint all other employees of the library in consultation with the Library Director and determine their compensation and terms of employment (RSA 202-A:11 V).

1.6 The Trustees may receive, invest and administer directly any trust funds and donations when so specified by the donor (RSA 202-A:23).

1.7 Trustees may recommend to the Town Council names of persons for appointment to vacancies on an expired term of any trustee (RSA 202-A:10).

1.8 The Trustees in consultation with the Library Director may discharge or remove any employee of the library for malfeasance, misfeasance or inefficiency in office, or incapacity or unfitness to perform his/her duties (RSA 202-A:17).

Section 2: Library Director

2.1 The Library Director shall be appointed by the Board of Trustees for a term of employment and salary agreed to at the time of employment (RSA 202-A:15; see also RSA 202-A:11 V).

2.1a In case of an extended absence or long term disability of the Library Director an interim director shall be appointed by the Trustees, and shall remain until a qualified successor is designated, if necessary.

2.2 The Library Director shall be the administrative officer of the Library (RSA 202-A:16). He/she shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of Library service to the public, and for the financial operation within the limitations of the Library's budget as approved by the Board. In the case of substitute temporary employees, the Library Director shall have the interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the board at its next regular meeting.

2.3 The Library Director shall recommend to the Board of Trustees the appointment of all Library employees (RSA 202-A:16).

2.4 The Library Director may accept and hold books, pamphlets and public documents sent to the Town by state departments and from town officials and make them accessible to the public (RSA 202-A:20).

ARTICLE III: MEETINGS

Section 1: Regular Meetings

1.1 Regular meetings shall be held monthly, the day and hour to be set by the Board. July and August may be canceled at the discretion of the Trustees and Library Director. All regular meetings shall be open to the public.

1.2 The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Guest Presentations
- b. Minutes of prior meetings
- c. Treasurer's report
- d. Library Director's report
- e. Town Update
- f. Old business
- g. New business
- h. Adjournment

1.3 The Library Director and/or Designated Department Head shall attend except during executive sessions.

1.4 Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 2: Special Meetings

2.1 Special meetings may be called by the Chairperson (said chairperson may elect another Trustee to contact the Board) or at the request of four (4) members for the transaction of business as stated in the call for the meeting only. Twenty-four (24) hours notice is required.

Section 3: Annual Meeting

3.1 The Annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in April of each year.

Section 4: Quorum

4.1 A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present.

ARTICLE IV: GENERAL

Section 1: Voting

1.1 An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, including temporary suspension of any rule, policy, resolution or bylaw.

Section 2: Bylaws

2.1 These bylaws may be amended by majority vote of all members of the Board present and voting provided written notice of the proposed amendment shall have been mailed/presented to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

ARTICLE V: NHLTA

Section 1: Dues

1.1 Membership in the New Hampshire Library Trustee Association for all trustees shall be provided for in the Library budget.

ARTICLE VI: GOALS & OBJECTIVES

Section 1: Standards

1.1 It is the stated goal of the Board to achieve, at a minimum, the Public Library Standards for Associate Libraries as adopted by the New Hampshire State Library Council. It is the Board's long range goal to meet the standards for Certified and Accredited Libraries.

Section 2: Cooperation with Other Libraries

2.1 It is a stated goal of the Board to cooperate with the Town's school libraries and other libraries, and to participate in the Interlibrary Loan program.