

Town of Londonderry
Leach Library Board of Trustees
MEETING NOTICE

DATE: Wednesday, October 8, 2025

TIME: 6:00 – 8:30 PM

LOCATION: Leach Library Meeting Room

- A. CALL TO ORDER/PLEDGE** 5 Min
- B. Old Business**
 - a. Discuss and Approve Director's New Job Description for Future Use** 10 Min
 - b. Discuss and Approve Director's New Review for Future Use** 15 Min
 - c. Update and Approve By-Laws** 10 Min
 - d. Update and Approve Personnel Policy** 30 Min
 - e. Update on Banking** 5 Min
 - f. Approve Wage Scale** 5 Mon
- C. New Business Acceptance of Unanticipated Funds Under RSA 202-A:4-c and RSA 202-A:4-d** 5 Min
- D. Non-Public Session**
Non-Public Session in Accordance with
RSA 91-A:3, II (b) & (c) 15 Min
- E. Announcement** Next Meeting is November 5, 2025
- F. Adjournment**

Londonderry Leach Library
Library Director Job Description

Summary

Under the supervision of the Board of Trustees, serves as the Director of the Leach Library. Responsible for planning, organizing, directing, and managing all aspects of the Library in conformity with the mission/goals/objectives and policies established by the Board of Trustees, with appropriate municipal, state and federal laws and regulations.

Minimum Qualifications

- Master's Degree in Library Information Sciences from an ALA accredited college or university.
- A minimum of five (5) years Library management experience, including three (3) years in a supervisory capacity or equivalent combination of education. At least two (2) years experience as an Assistant Director.

Knowledge, Ability and Skills:

- Excellent leadership, communication, project management, planning, organizational, and interpersonal skills with proven effectiveness.
- Strong technological skills and the ability to leverage cutting edge technology to keep the Library competitive.
- Ability to work and communicate effectively with Library Trustees, elected officials, and community groups.
- Ability to supervise and motivate Library staff and volunteers and to communicate their needs and concerns to the Board.
- The ability to be innovative and a visionary leader.
- A working knowledge of fundraising.

Major Duties & Responsibilities:

- Advises on employee performance for Board approval.
- Maintenance and management of the Library facility including electrical, heating, water and mechanical systems.
- Sustain a viable and thriving Library with a patron-focused framework.
- Assess community preferences for Library services and evaluate trends to keep abreast of the needed changes in techniques, materials and equipment.
- Direct the daily operations to ensure high quality and cost-effective services; analyze operations and functions; plan, monitor, and prioritize the work of Department Heads.
- Develop and oversee collection development plan; appoint selectors for collection.
- Teach, model, and sustain excellent patron service practices, leadership and supervisory skills.
- Coordinate and supervise interior arrangements of the physical facility; assess needs and recommend new or replacement purchases; negotiate contracts in coordination with the Town; interact with service contractors and vendors for repair and maintenance.
- Completes paperwork relating to the hiring and ongoing employment of Library staff, including weekly payroll submission.
- Prepares records for annual audit in coordination with the Board Treasurer.

- Evaluates and analyzes the effectiveness of Library programs and services in relation to the changing needs of the community, developing strategies to meet those needs.
- Evaluates, in coordination with staff, the future needs for Library services and the resources to meet those needs.
- Responsible for hearing and resolving problems and complaints from Library users and the general public.
- Maintains employee records, including but not limited to, time records, payroll, health and employment benefits.
- Oversee the selection and general collection of books and other items and resources contained in the Library; review major selection tools; approve Library purchase orders; review books, periodicals and collections which are outdated or not used, and coordinate removal and disposition.
- Maintain current knowledge of public Library services and trends through reading appropriate literature and attendance at approved conferences, seminars and other professional development programs.
- Responsible for acquiring grants available to enhance all aspects of Library services.
- Works in collaboration with the Board of Trustees to draft a budget.
- Provide monthly management, financial and planning reports to the Board to assist in short-term and long-term priorities and implementation.
- Keeps the Board informed of new developments and information reported by the NH State Library and other sources.
- Maintains membership in professional organizations such as NHLA, NELA, and ALA.
- Files annual statistical report with the State Library.
- Collaborate with the Friends of the Leach Library to foster a strong relationship and support for Library services and programs.
- Conducts exit interviews of staff and provides Trustees with the results.
- Encourages staff professional development
- Perform other duties as required.
- Oversees and approves a variety of programs. Ensures eval of programs success and adjusts accordingly.
- Manages the library's public image effectively.
- Implements and maintains library technology effectively.
- Promotes digital literacy and online resources.

Physical Requirements:

- Minimal physical effort is required to perform most duties. The employee is frequently required to stand, crouch, walk, sit, speak, hear, use hands to operate equipment, and reach with hands and arms. The ability to push and pull carts weighing 250 lbs. or more is requiring as well as lifting and carrying up to 20 lbs. of books. The employee also frequently assists with moving tables and chairs for program set up and clean up. Vision requirements include the ability to read routine documents and use a computer. Must have the ability to travel to approved meetings and conferences. Reasonable accommodations available upon request and Board approval.

**Londonderry Leach Library
Library Director Yearly Performance Review Form**

***** Please use the Scoring Rubric attached at the end of this document *****

The Leach Library Trustees will individually rate the director's performance. In any given category, if the rating is less than satisfactory, a specific reason should be provided.

SECTION 1: BASIC INFORMATION

Director's Name: _____

- Review Period: _____
- Trustee/Reviewer Name: _____
- Date of Review: _____

Scoring/Ratings: *Rate the Director on the following criteria:*
1 – *Unsatisfactory (requires explanatory statement)*
2 – *Needs Improvement*
3 – *Satisfactory*
4 – *Proficient*
5 – *Excellent (requires explanatory statement)*

SECTION 2: LEADERSHIP, MANAGEMENT, and PROFESSIONAL AWARENESS

1. Leadership Skills

- Provides clear staff direction concerning Board of Trustees policies and procedures and state and federal employment laws.
- Inspires and motivates staff.
- Demonstrates ethical behavior and integrity.
- Regularly demonstrates the ability to perform duties/responsibilities while meeting deadlines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

2. Daily Supervision

- The daily operation of the library runs smoothly with respect to scheduled hours, adequate staffing, and providing services.
- Oversee that routine maintenance of the building and grounds conducted and supervised regularly

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments

3. Strategic Planning

- Suggests strategic goals for the library.
- Anticipates future challenges and opportunities.
- Develops a 3 year strategic plan for the library.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

4. Staff Management

- Follow through with Board of Trustees policies and updates staff with changes.
- Conducts annual staff evaluations and reports to Board of Trustees.
- Effectively supervises and supports staff.
- Encourages staff professional development.
- Handles conflicts and disciplinary actions appropriately.
- Regularly reviews and updates policies.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

5. Financial Management

- Assists to prepare and manage the library budget effectively.
- Pursues external funding opportunities.
- Ensures transparency and accountability in financial practices.
- Regularly demonstrates the ability to manage fiscal resources effectively.
- Communicates to the Board of Trustees any budget issues/changes.
- Keeps proper accounting per line number.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SECTION 3: COMMUNICATION

1. Internal Communication

- Communicates effectively with staff.
- Encourages open communication and feedback.
- Maintains regular staff meetings.
- Provides Board of Trustees with information requested on an as needed basis.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

2. Community Outreach

- Represents the library in the community, business, town organizations, and social groups.
- Establishes partnerships with local organizations.
- Promotes library services and programs.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

3. Public Relations

- Handles public concerns professionally.
- Manages the library's public image effectively.
- Utilizes social media and other channels for promotion.
- Deals courteously and tactfully with the public and Trustees, projects a positive image for the Library.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

4. Friends of the Library

- Collaborates with the Friends of the Leach Library Group by attending meetings and supporting activities.
- Director promotes and support the Friends of the Leach Library Group.
- Attends meetings and supports activities with the Friends of the Leach Library Group.
- Developes opportunities with Friends of the Leach Library Group to work with the library
- Advocates library needs to the Friends of the Leach Library Group.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SECTION 4: PROGRAM AND SERVICE MANAGEMENT

1. Collection Development

- Ensures diverse, relevant, and high-quality materials.
- Oversees selection and general collection of books and other items and resources
- Reviews major selection tools

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

2. Oversight of Program Development

- Oversees and approves a variety of programs for all ages.
- Ensures evaluation of program success and adjusts accordingly.
- Supports staff in program creation.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

3. Technology Management

- Implements and maintains library technology effectively.
- Promotes digital literacy and online resources.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

SECTION 5: OVERALL PERFORMANCE AND COMMENTS

1. Overall Performance Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. Strengths:

3. Areas for Improvement:

4. Goals for Next Year:

5. Additional Comments:

SECTION 6: SIGNATURES

Trustee Printed Name:

Date

Trustee Signature:

Director Signature:

Date

RUBRIC DETAILS BY SECTION

5 - Excellent: Consistently exceeds expectations. Demonstrates exceptional performance and leadership in all aspects of the category.

4 - Proficient: Consistently meets expectations with a high level of skill. Occasionally exceeds expectations.

3 - Satisfactory: Meets expectations with an acceptable level of performance. Performs duties effectively.

2 - Needs Improvement: Occasionally meets expectations but demonstrates significant areas for improvement.

1 - Unsatisfactory: Consistently fails to meet expectations. Requires immediate improvement.

SECTION 2: LEADERSHIP, MANAGEMENT, and PROFESSIONAL AWARENESS

Criteria	5 - Excellent	4 - Proficient	3 - Satisfactory	2 - Needs Improvement	1 - Unsatisfactory
Leadership Skills	Consistently leads with clear vision and motivation. Staff are highly engaged.	Regularly provides direction and support.	Adequately leads but may lack consistency in motivation.	Provides unclear direction or fails to inspire staff.	Demonstrates poor leadership and disengages staff.
Strategic Planning	Plans are innovative, well-researched, and always achieved.	Sets realistic goals and achieves most.	Sets goals but may lack follow-through.	Goals are vague or frequently unmet.	Lacks strategic vision or fails to set goals.
Staff Management	Supports and develops staff at an exceptional level.	Effectively manages staff and supports growth.	Manages staff adequately but offers limited support.	Struggles with staff management or conflict resolution.	Consistently fails to manage staff effectively.
Financial Management	Manages budget with transparency and pursues funding proactively.	Effectively maintains budget and seeks funding when needed.	Manages budget without major issues.	Makes budgeting errors or misses funding opportunities.	Fails to maintain financial integrity or transparency.

SECTION 3: COMMUNICATION

Criteria	5 - Excellent	4 - Proficient	3 - Satisfactory	2 - Needs Improvement	1 - Unsatisfactory
Internal Communication	Regularly communicates clearly and transparently. Staff are well-informed.	Provides consistent communication to staff.	Communicates adequately but may miss updates.	Inconsistent communication with staff.	Fails to communicate important information.
Community Outreach	Builds strong community relationships, regularly promotes services.	Maintains positive community connections.	Occasionally engages with the community.	Limited outreach efforts.	Fails to maintain a community presence.
Public Relations	Handles public concerns with professionalism and maintains a strong public image.	Manages public interactions effectively.	Interacts with the public appropriately.	Struggles with public relations.	Damages library's public image.

SECTION 4: PROGRAM AND SERVICE MANAGEMENT

Criteria	5 - Excellent	4 - Proficient	3 - Satisfactory	2 - Needs Improvement	1 - Unsatisfactory
Collection Development	Collection is diverse, up-to-date, and well-used by patrons.	Provides a variety of high-quality materials.	Maintains an adequate collection.	Collection is outdated or lacks variety.	Fails to maintain a useful collection.
Program Development	Offers innovative programs that consistently meet patron needs.	Provides a variety of successful programs.	Programs are adequate but may lack variety.	Programs are limited or poorly attended.	Fails to provide effective programs.
Technology Management	Implements cutting-edge technology and ensures accessibility.	Regularly updates and maintains technology.	Technology is functional but may be outdated.	Limited technology or poor maintenance.	Fails to maintain basic technology.

SECTION 5: OVERALL PERFORMANCE AND COMMENTS

- Use the scoring rubric to average scores across categories.
- Reviewers can provide written comments to support scores.

SCORING CALCULATION:

- Add the total score from each category.
- Divide by the total number of categories for an average score.
- Example Calculation:
 - Total Score = 45 (sum of all ratings)
 - Number of Categories = 9
 - Average Score = $45 / 9 = 5.0$ (Excellent)

Leach Library Personnel Policy



The Leach Library Board of Trustees

Revised: October 4, 2025

DRAFT

Red – new additions

~~Red with strike through to be removed~~¹

Blue or with green highlighting was suggested by H. Devoe

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¹ 2025BOTH10.4.2025

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SECTION 1: PURPOSE

1. The Leach Library Board of Trustees hereby establishes the following Personnel Policy for non-represented employees as adopted by the Library Director and approved by the Board of Trustees.
2. The Policy is not intended to be a contract, but rather to assure uniformity of treatment for every non-represented Library employee, regardless of the department to which assigned. **Employees will be given a copy of the amended Personnel Policy and will sign a receipt of possession, and the receipt will be stored in their Personnel folder.**
3. The Policy is effective upon approval of the Board of Trustees and supersedes all prior policies and practices pre-dating this document.
4. Employees covered by this Policy shall receive a copy of the Policy and shall receive amendments as change(s) occur with direction as to the impact of such change(s).
5. It is the responsibility of each employee to acquaint themselves thoroughly with the provisions of this Policy and any subsequent published revisions. If an employee is uncertain regarding any provision(s) or terminology included in the policy, the employee is responsible to consult with their supervisor for clarification.
6. It is the Library's policy to extend to its non-represented employees wages, benefits, and work conditions at least equal to those engaged by represented employees.

SECTION 2: ADMINISTRATION OF POLICY

1. It shall be the responsibility of the Board of Trustees to **develop and** approve additional sections or amendments that comprise the Policy.
2. The Library Director shall be responsible for the **development and** overall administration of the Policy.
 - a. Affected employees shall receive copies of new, or amended, departmental policies.

SECTION 3: SCOPE

1. All probationary employees, full-time and part-time employees not in a bargaining unit shall be covered by the contents of this Policy. Unless specifically noted, the term "employee(s)" will be utilized when referring to the employee group listed above.
2. The contents of this Policy shall not apply in those areas that are found to conflict with Federal or State statute(s).

3. This Policy supersedes all previous plans and invalidates all inconsistent provisions of previous Board of Trustees' directives, personnel policies or other personnel documents.

SECTION 4: DEFINITIONS

DATE OF HIRE: An employee's date of hire is defined as the date when the employee entered the service of the Library as provided on the Library's personnel record.

DEPARTMENT: A functional division of the Library.

EMPLOYEE: Hereinafter used, refers to Library employees not represented by a collective bargaining unit.

PROBATIONARY EMPLOYEE: A newly hired employee working during an identified period whose ability to perform the responsibilities of their appointed position is under consideration.

PROBATIONARY PERIOD: ~~A probation period shall be six (6) months from the date of appointment to a position and may be extended for an additional six (6) months by the Library Director and the Trustees will be notified of the extension.~~

FULL-TIME EMPLOYEES: Employees who have successfully completed a probationary period and are normally assigned work of at least forty (40) hours per week.

REGULAR PART-TIME EMPLOYEES: Employees who have successfully completed a probationary period and are normally assigned work of less than forty (40) hours per week. Regular part-time employees that are normally assigned eighteen (18) hours or more work per week may receive prorated fringe benefits for their normal hours worked at the sole discretion of the Board of Trustees or as otherwise mandated by law. Regular part-time employees that are normally assigned less than eighteen (18) hours per week shall not receive prorated fringe benefits, other than those mandated by law. Part-time employees that are not normally assigned a regular work week shall not receive fringe benefits, other than those mandated by law.

TEMPORARY EMPLOYEES: Employees that are filling positions designated by the Library as "Temporary" for a predetermined time. Temporary employees do not receive fringe benefits, other than those mandated by law.

SECTION 5: NON-DISCRIMINATION

The Library agrees not to discriminate against an employee of the unit because of race, creed, color, sex, age, national origin, religion, marital status, sexual orientation, gender identity, military or veteran status, physical or mental disability or pregnancy in accordance with RSA 354-A:6. For grievances, see Section 27.

SECTION 6: APPOINTMENT AND PROBATION PERIOD - need verbal info from Hannah

1. All appointments shall be made by the Library Director upon getting approval from the Trustees regarding terms, salary, and hours.
2. ~~The purpose of the initial six (6) month probation period is to assess the employee's performance. Accordingly, the employee shall be given a written evaluation at least twice during the probation period. After evaluations are completed or at any time during the probation period, the employee may be dismissed by the Library Director with approval of the Trustees. Said dismissal process need not conform to the procedures outlined in Section 26, Discipline and Termination for Cause, nor is it subject to the procedures in Section 27, Grievance Procedure.~~
3. ~~The Library Director may approve any extension of the probationary period in cases where the employee's performance falls below expectation. Extension will be established for a definitive time frame during which the employee will be re-evaluated on the basis of a written plan for achieving and maintaining a satisfactory performance. The Trustees will be notified of the extension.~~
4. Successful completion of the probation period will result in the appointment of employee to regular employment status with notification of the Trustees.
5. The probation period may be waived by the Library Director in the case of movement within the Library's organization where an employee assumes duties and responsibilities that are substantially similar to a previously held Library position.
6. Employees promoted to a higher rank or position shall serve a promotional probationary period as defined in Section 4, Definitions. During an employee's promotional probationary period, the employee's performance may be critiqued at least twice, bringing to the employee's attention positive performance as well as suggestions for improvement. A written summary of the critique shall be provided to the employee.

Upon successful promotional probationary period, the employee shall be unconditionally appointed to the promotional position. An employee who, during or at the conclusion of the promotional probationary period, whose performance and/or conduct is deemed unsatisfactory by the Library Director, shall return to their previous position at the same rank, grade, and rate of compensation prior to qualification for probationary promotional appointment. Nothing in this section shall be interpreted to limit the Library Director from imposing other appropriate disciplinary action for unsatisfactory performance or conduct.

SECTION 7: LAYOFF/RECALL

When it is necessary to reduce the number of employees, layoffs will be based on operational needs determined by the Library Director with approval of the Trustees.

In the event an employee is recalled to employment, their length of service shall again begin to accumulate to the employee's length of service at the time of lay-off. Any benefits paid at the time of lay-off shall not be paid again.

Employees shall no longer be covered by the provisions of this policy for the following reasons: discharge, voluntary quit, resignation, or retirement.

(SECTION 8: SCHEDULED WORK WEEK AND HOURS STRIKE per attorney)

The normal work schedule for employees shall be determined by the Library Director based on operational needs.

Some salaried positions require evening and weekend work. Employees will be provided notice in advance when their schedule will include evening or weekend hours.

Employees who are not able to work the schedule given to them by the Director may request a change of schedule to be determined by the Director and reported to the Trustees. This change is not guaranteed.

(SECTION 9: WAGE/SALARY SCHEDULES - STRIKE per attorney)

Starting salaries may vary according to the credit given by the Library for relevant training, education and experience.

Effective July 1, 2018 and each subsequent year, all full-time and regular part-time employees shall receive a cost-of-living adjustment of three (3) percent. The Wage/Salary Schedules shall be adjusted to reflect said increases.

SECTION 10: PERFORMANCE PAY PLAN -STRIKE per attorney

1. Plan Administration:

1a. Every employee will be considered **eligible (remove)** for a merit increase based on annual evaluations based on the date of their appointment to their current job position by their immediate supervisor to determine merit eligibility. **Merit increase will consist of a percentage increase in salary. Merit checks will not be awarded to employees who have reached the maximum of their salary range.**

***Evaluations shall be completed in writing using the applicable merit system performance evaluation form approved by the Board of Trustees.**

1b. Interim evaluations may be conducted at any time during the evaluation year as necessary due to an employee being "Unsatisfactory". All such cases must be documented, including identification of the performance

deficiency, a specific plan and timetable for achievement of a rating of at least "Acceptable Performance" and a statement of disciplinary action imposed, if any.

1c. Employees are encouraged to maintain records of performance incidents throughout the evaluation year for use in supporting the yearly evaluation and all discussions up to and including appeals.

1d. Evaluations are to be as objective in nature as possible and may be appealed, but are not subject to the grievance procedure.

1e. Overall responsibility for administration of the program shall be vested with the Library Director. (Remove)

2. Evaluation Classification Levels:

<u>Evaluation Results</u> /Points	Merit Increase %	
	Up to Classification Max. Rate	Over Classification Max. Rate
Outstanding -4-	3.5%	3.5%
Exceeds Standards -3-	2.5%	2.5%
Acceptable Performance -2-	1.5%	1.5%
Needs Improvement -1-	0%	0%
Unsatisfactory -0-	0%	0%

3. Evaluation Conditions:

Merit increases may be available to all employees with outstanding evaluations subject to availability in the budget

3a. Employees will be rated on the total sum of their evaluation points divided by the number of evaluation categories.

3b. In the event a rating category is not applicable to an employee's job position, it should be so noted and not used in determining the employee's evaluation results.

3c. Each category rating must be supported by specific details.

3d. In no event shall an employee rated as "Needs Improvement" in any category be eligible for a merit raise increase in excess of that provided for "Exceeds Standards" regardless of overall rating score. (Remove)

3e. Each category rating of "Needs Improvement" must be supported by specific details and plan and time table, determined mutually by the employee and their supervisor, to achieve a rating of at least "Acceptable Performance". Failure to achieve an evaluation of at least "Acceptable Performance" as provided in the plan and timetable will result in disciplinary action.

3f. An employee rated as "Unsatisfactory" in any category will not be eligible for a merit increase in excess of that provided for "Acceptable Performance" or if rated as "Unsatisfactory" in two or more categories will not be eligible for a merit increase; these provisions shall apply regardless of overall rating score and each such category rating must be supported by specific details and a plan and time table to achieve a rating of at least "Acceptable Performance". (Remove) Failure to achieve a rating of at least "Acceptable Performance" as provided in the plan and timetable will result in additional disciplinary action up to and including termination.

3g. In no event shall an employee receive a merit increase resulting in a base wage rate in excess of the maximum wage range for their job position. In the year that an employee achieves the maximum wage/salary rate for their classification, such employee shall receive any differential "between their evaluation results" and the maximum wage/salary for their classification in a lump sum award on a pro-rata basis, in accordance with the "over classification max rate". Thereafter, an employee will be eligible for a lump sum award annually, as provided in 1.1.a and in 2 above, for the the employees' evaluation result".

3h. Appeals: In the event an employee is not in agreement with their immediate supervisor's evaluation, the employee may appeal the evaluation through progressive supervisory levels up to the Board of Trustees. Decision of the Board of Trustees shall be binding.

SECTION 11: PROMOTIONS

Positions for all promotional opportunities covered by this policy may be posted on departmental bulletin boards for a period of at least fourteen (14) calendar days. The Library may simultaneously advertise the position through outside media while posting it on departmental bulletin boards. Qualified employees are encouraged to apply for internally posted library opportunities.

SECTION 12: HOLIDAYS

The following thirteen (13) paid holidays shall be granted:

New Year's Day	Columbus Day
President's Day	Veteran's Day
Martin Luther King Jr. Day or Floating Holiday	Thanksgiving Day
Juneteenth or Floating Holiday	The Day After Thanksgiving
Memorial Day	½ Day on December 24 th
Independence Day	Christmas Day
Labor Day	½ Day on December 31 st

In addition to the thirteen (13) holidays, employees shall be granted one (1) additional floating holiday per fiscal year at their standard daily rate, to be used in ½ or full-day increments. Scheduling shall be with the employee's immediate supervisor. There shall be no carry-over of floating holidays from one fiscal year to the next.

If an employee is required to work on a holiday, the employee shall be allowed to take a mutually agreed upon discretionary day off within three months of the holiday missed. The Library shall not deny mutual agreement with an individual's request to take discretionary time off, except for good cause.

FLOATING HOLIDAYS moved to this section

**Two Supervisory Floating Admin time earned vs. Administrative Time
Three Supervisory Floating Admin can be earned by the Director.**

SECTION 13: VACATIONS

Vacation eligibility shall begin to accrue from the date of hire for eligible full-time and regular part-time employees. The following schedule is based on a 40-hour work week. Regular part-time employees will accrue prorated vacation time based on their normally assigned work week.

<i>Length of Continuous Service</i>	<i>Vacation Accrual Rate (Hours per Month)</i>	<i>Days per Year</i>
Date of hire to 12 months of service	6.66	10 13 th
month through 24 th month	7.33	11
25 th month through 36 th month	8.00	12
37 th month through 48 th month	8.66	13 49 th
month through 60 th month	10.66	16
61 st month through 72 nd month	11.33	17
73 rd month through 84 th month	12.00	18
85 th month through 96 th month	12.66	19
97 th month through 108 th month	13.33	20 109 th
month through 120 th month	14.00	21

121st month through separation

14.66

22

A newly hired employee will not be permitted to schedule vacation during the six (6) month Probationary Period, unless approved by the Library Director. The employee will not be eligible to any vacation accrual if employment is terminated during the Probationary Period.

With Library Director approval, an employee may take vacation in advance of the schedule provided in this section. Employees may carry over accrued vacation as long as the total carry over and current year's eligibility does not exceed two (2) times the yearly total to which the employee is entitled.

When an employee terminates their employment with the Library for any reason other than cause, the employee shall be compensated for 100% of all accrued vacation, provided that employee has given at least two (2) weeks advance notice of their intent to terminate employment with the Library. The Library Director is authorized to waive or otherwise reduce the minimum advance notice requirement.

If an employee covered by this contract is eligible for fifteen (15) or more days of vacation during the current service year, such employee shall have the option of being paid for any unused vacation time up to five (5) days.

SECTION 14: SICK LEAVE

Sick Leave shall accrue at the rate of one and one-quarter (1.25) days per month for full-time employees. Eligible regular part-time employees will accrue prorated Sick Leave based on their normally assigned work week. Sick Leave may accumulate to a maximum of one hundred and twenty-five (125) days.

The Library shall have the right at all times to investigate any illness claimed by an employee. At the discretion of the Department Head or Library Director, a doctor's certificate may be required for absence due to illness.

Sick Leave may be used for actual non-work-related physical or mental illness of the employee. Sick leave may be used for an instance of illness of a member of the employee's immediate family. For purposes of this Section, immediate family shall be:

Live in Partner, Spouse, Child, Sibling, or Parent of either the employee or employee's spouse or anyone living in the employee's household.

Employees that leave the employment of the Library for any reason, other than cause, shall be eligible for a maximum payment of their accumulated sick leave up to the following schedule:

1-5 years	10 days
6-10 years	27 days

11-15 years	45 days
16-25 years	60 days
over 25 years	90 days

Any employee may not receive payment for more sick leave than they have accumulated at the time of termination.

Notification of absence shall be given as early as possible on the first day of absence.

Any non-work-related accident or illness in excess of fourteen (14) consecutive calendar days shall be treated in accordance with Section 20, Insurance, Short Term Disability; however, an employee will use accrued sick time to offset the Library's insurance to maintain their full wages during the term of disability until all such accrued sick leave has been exhausted. Accrued vacation leave will be used after sick leave is exhausted.

Family Medical Leave of Absence: Under the provisions of the Family and Medical Leave Act of 1993 ("FMLA"), any employee who worked at least 1,250 hours in the 12-month period immediately preceding a request for FMLA leave is entitled to take not more than twelve (12) workweeks of unpaid FMLA leave (26 weeks for Military Caregiver Leave) in a twelve (12) month period. "Worked" means the employee performed actual work and does not include paid or unpaid time off. Employees with less than one year of employment with the Library are not eligible for FMLA leave. For more information, see the Family Medical Leave of Absence Policy. Employees not eligible for FMLA leave are encouraged to see the Library Director for possible alternatives.

SECTION 15: PERSONAL LEAVE

Employees who have completed their probation may apply for and be granted unpaid leave of absence for personal reasons. Such leave shall be requested in writing through the appropriate channels to the Board of Trustees who shall make a final determination as to whether or not the leave will be granted. The decisions of the Board of Trustees shall not be grievable.

ADMINISTRATIVE LEAVE- Hannah said should go here if being used?

***Tracked by the HR system? Floating Admin balance,**

SECTION 16: PERSONAL TIME

Employees shall be granted two (2) paid personal days per fiscal year at their standard daily rate, to be used in ½ or full-day increments. Scheduling shall be with the employee's immediate supervisor. There shall be no carry-over of personal days from one fiscal year to the next.

SECTION 17: BEREAVEMENT LEAVE

Bereavement leave of three (3) working days with pay between the date of death and the date of the funeral inclusive shall be granted to an employee in the event of the death of their or their spouse's:

Spouse	Parent	Grandparent	Child
Aunt	Uncle	Grandchild	
Sibling	Live in Partner		

Under extenuating circumstances, two (2) additional days may be granted under Paragraph 1 of this Section with written approval of the Library Director.

Employees may be granted three (3) days paid leave in the event of a serious life-threatening illness of a member of that employee's immediate family; granting of any such leave shall be at the sole discretion of the Library Director.

SECTION 18: MILITARY LEAVE

In situations where it is required that an employee fulfill a two-week annual military obligation, the Library agrees to pay the difference between the employee's regular salary and the base pay received from the military, based on the satisfactory evidence of such service and pay provided to the employee's immediate supervisor. All other Military Leave will be reviewed by the Library Director and Board of Trustees with expectations to be determined.

SECTION 19: JURY DUTY

An employee who is called as a juror shall assign payment received by the employee ("sign over the checks") for such service to the Library and will receive their regular rate of pay (budget wage less normal deductions, not including overtime) except that in no event shall an employee be expected to assign an amount of excess of the employees' regular rate of pay. Any mileage or parking paid by the court will be reimbursed to the employee.

Employees who are called to jury duty and are excused from jury duty for a day or any portion thereof during their normal work schedule shall be required to report to their regular work assignment as soon as is reasonably possible after being excused.

Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

SECTION 20: INSURANCE

Health Insurance: Effective July 1 of each year, the library shall contribute towards the cost of the health insurance selected by eligible full-time employee as follows: 100% premium for Lumenos-High Deductible Health plan for the single, two-person or family coverage. In the event an employee opts for a plan other than Lumenos, the employee will pay the additional premium cost over 100% of the premium of the Lumenos plan.

There should be no payback of any differential if an individual chooses a lesser plan.

In the event an employee opts for more comprehensive coverage through an alternative Blue Cross/Blue Shield plan offered through the insurance carrier, such employee shall be responsible for payment of the difference between contributions provided by the Library for Lumenos and the applicable premium rate for the more comprehensive coverage. These choices are based on those negotiated by the town.

For employees who opt to participate in the Lumenos plan, the Library shall contribute to the employee's Health Savings Account as follows:

\$1000 single coverage/ \$2000 two-person or family coverage

An employee's first year contribution shall be prorated based on the date of hire. Payments to the Health Savings Account shall be made in the first pay period in July or in the first full month after the date of hire.

Dental Insurance: The Library agrees to provide at no cost to employee's dental insurance through Northeast Delta Dental, Option III, Coverage A-100%, Coverage B80%, Coverage C-50%, with \$25/\$75 deductible and \$1,000 maximum per year or equal coverage offered shall be single, two-person, or family membership.

Life Insurance: The Library shall provide, at no expense to employees, life insurance equal to one (1) year's base salary up to a maximum of \$100,000, with benefits for accidental death and dismemberment equal to one (1) year's base salary up to a maximum of \$100,000.

Short Term Disability: The Library shall provide, at no expense to employees, shortterm disability insurance covering non-work-related accidents and illness to commence on the fifteenth (15) day of such illness or accident with a maximum benefit period of twenty-six (26) weeks at 66 2/3% of the employee's basic weekly earnings at the time the employee became eligible.

Long-Term Disability: The Library shall provide, at no expense to employees, longterm disability insurance covering non-work-related accidents and illness to commence on the twenty sixth (26) week of such illness or accident at 70% of the employee's basic weekly earnings at the time the employee became eligible.

Indemnification: The Library shall indemnify and save harmless any employee covered by this policy acting within the scope of their employment and authority from personal financial loss and expense including reasonable legal fees and costs, if any, arising out of claim, demand, suit or judgement by reasons of: (a) negligence of other act resulting in accidental injury to a person or accidental damage to or destruction of property, and (b) any act or omission constituting a violation of civil rights of any person under Federal Law if such act or omission was not committed with malice. The Library shall supply the employee with councilor, if there is a legal conflict of interest as determined by the Library, and pay their reasonable attorney's fees. The operation of this paragraph is contingent upon the employee's cooperation with the Library in the defense of any action brought against the employee and/or the Library.

Insurance Buy Out: Regular full-time employees who are eligible and opt not to subscribe to a library sponsored health plan shall receive \$2,500.00 per year. Payment shall be divided equally and payable to eligible employees during the employee's regular pay period. Regular part-time employees shall not be eligible for the insurance buyout.

Medi-Comp III: The Library shall provide at the employee's expense, Medi-Comp III coverage to employees who upon reaching age sixty-five (65) qualify for retirement under the rules and regulations of the New Hampshire Retirement System, retire from employment with the Library provided that such employees have worked for the Library for a minimum of ten (10) years.

The Library reserves the right to make changes in the insurance carriers, claims administrator organization, or method of providing Insurance-Supplementary Compensation at any time that financial or service considerations make such a change, in their opinion, advisable, providing such change shall not increase cost to the employee by means of deductibles, co-payments and that the overall benefits structure shall be comparable to the plan replaced, except as otherwise provided for in this Section.

SECTION 21: WORKERS' COMPENSATION

All employees of the Library who are injured or incur a job-related illness while in the performance of their duties shall receive their regular rate of pay (budget wage less normal deductions) while on injury/illness for a period of twelve (12) months from date of such injury or illness. All workers' compensation benefits received by an employee shall be assigned by the employee ("sign over" the checks) to the Library to receive said rate of pay.

If an employee is denied benefits, they must repay the Library for all compensation received by virtue of payments provided under Paragraph 1. Repayment will be accomplished by charging sick leave, and/or personal days and/or vacation time (in that order), both current and future, until the overpayment has been satisfied.

Employees who are covered by workers' compensation may utilize sick leave and/or personal days and/or vacation time (in that order) to make up the difference between the workers' compensation rate and their regular rate of pay after the twelve (12) month period in Paragraph 1 above is exhausted.

SECTION 22: TRAVEL ALLOWANCE

The Library will reimburse employees at the federal government rate for vehicle usage when personal vehicles are utilized for Library business other than transportation to and from work. This includes but is not limited to conferences, consortium meetings, workshops, and outreach services.

SECTION 23: EDUCATIONAL INCENTIVE

Any employee who has a Masters or Doctorate degree shall receive an annual educational incentive of \$500 for a Masters degree or \$1,000 for a Doctorate degree provided such degrees are deemed to be directly function-related by the Library Director. Such incentives are not cumulative and shall be payable in weekly installments throughout the year.

SECTION 24: TUITION REIMBURSEMENT

After the probation period, eligible full-time and regular part-time employees shall receive tuition payments for courses passed in a job-related degree program, certificate program or any other program approved by the Library Director. Tuition will be paid upon satisfactory evidence of course enrollment provided the employee sign a release for repayment of cost of the course should the employee for whatever reason fail to obtain a passing grade for the course. Prior to registering or paying for a course, employees must contact the Library Director who will review budgetary considerations before approving the course. Approval shall be at the sole discretion of the Library Director.

SECTION 25: PROFESSIONAL CERTIFICATIONS

The Library will cover the costs of obtaining or maintaining certifications, licensing and professional association membership currently paid for so long as such memberships remain applicable and the costs of other certifications, licensing and professional association membership as may become applicable in the future as required for their position and or authorized by the Library Director.

SECTION 26: DISCIPLINE AND TERMINATION FOR CAUSE

An employee may be disciplined or terminated/dismissed if there is found to be just cause for such action. Just cause shall include, but not limited to, the following:

1. Incompetence
2. Improper behavior in the line of duty
3. Behavior detrimental to the Library
4. Failure to carry out assigned duties

All of the above shall be subject to Section 27, Grievance Procedure.

Termination procedures will follow in accordance with RSA: 202-A:17.

SECTION 27: GRIEVANCE PROCEDURE

Definitions:

-A grievance under this Section is defined as an alleged wrong considered by an employee as grounds for a complaint.

-An employee who has a "complaint" may take up the complaint with their immediate supervisor verbally within five (5) working days of the incident or the date the employee could reasonably have first been made aware of the incident, before processing the complaint formally. The immediate supervisor shall give their answer within five (5) working days.

Each grievance by the employee must be in writing and must contain a statement of facts surrounding the issue, and the provision(s) of this policy allegedly violated; the relief requested, and the extent to which the employee has sought an informal adjustment of the grievance.

Written grievances must be submitted to the Library Director within ten (10) working days of the incident or the date the employee could reasonably first been made aware of the incident or, in the event a complaint has been filed within ten (10) working days of denial of the complaint by the immediate supervisor. The Library Director will meet with the employee within ten (10) working days after receipt of the written grievance, and will give a written reply to the employee within five (5) working days thereafter. Written complaint must be submitted to the Board of Trustees within ten (10) working days in the event of denial of the complaint by the Library Director. The Board of Trustees' decision shall be final.

Written grievances against the Library Director must be submitted to the Chair of the Board of Trustees within ten (10) working days of the incident or the date the employee could reasonably first been made aware of the incident. The Chair of the Board of Trustees will meet with the employee within ten (10) working days after receipt of the written grievance, and will give a written reply to the employee within

five (5) working days thereafter. Written complaint and response must be submitted to all Library Trustees within ten (10) working days. The Board of Trustees' decision shall be final.

DRAFT



Londonderry Leach Library

Board of Trustees Bylaws

Londonderry, New Hampshire
October 1991; Revised August 6, 2025

DRAFT

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. The Trustees execute all statutory duties delegated under Title XVI – Public Libraries. RSA 202-A:6 LIBRARY TRUSTEES; Election; Alternates.

Section 2: Membership and Vacancies

2.1 The Board shall be composed of seven (7 odd numbered)) registered voters of the Town of Londonderry duly elected by ballot annually for a staggered three (3) year term. Trustees shall not be members of the library staff. Should a vacancy arise for any reason, the Board of Trustees, pursuant to RSA 202-A:10, Library Trustees; Vacancy; Alternates, may recommend to the Town Council qualified individual(s) for appointment to the vacancy until the next Town Election.

2.2 The Board has the option to have up to three (3) alternates on its Board for one year terms. The Board **may** provide names of interested individuals to the Town Council which will then be appointed by the Town Council, RSA 202A: 10 Library Trustees; Vacancy; Alternates, Alternates will be utilized to fill in when there are less than 7 Trustees present. Alternates are encouraged to attend all meetings and may participate in conversations and have voting rights when filling in a board seat. Alternates should have equalized opportunity in filling in for absent Trustees. The Board may determine a system for choosing the alternate when needed. Alternates serving as a voting member shall be recorded as attendees in the Board minutes.

Section 3: Officers

3.1 The Officers shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, [elected from among the members of the Board for a one (1) year term at the first Trustee meeting following Town Elections {**ADD > At the April Meeting of the Board**}

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. The meeting agenda is set and distributed by the Chairperson. The Chairperson shall establish Memorandum of Understandings (MOUs) with groups such as Friends of Leach Library and the Town of Londonderry, to work together towards shared goals. The initial draft of an MOU shall be discussed with a subcommittee before it is reviewed with the Board for approval. The chair shall appoint sub-committees to address Budget preparation and review, By-Laws,

Personnel Policy, and other Library policies and procedures.{ADD> subject to Board Approval};.

{suggest ADD > The chair can not over-ride a vote of the entire board.}

RSA 202 –A:2; RSA 202 – A:11

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. The Vice-Chair shall work in consort with the Chair to ensure that all the work of the Board is properly scheduled and attended to.

3.4 The Secretary shall keep a true and accurate record of all meetings of the Board, provide a copy of the minutes of each Board member, place a copy of the minutes in the permanent records at Town Hall with the Town Clerk and maintain the Trustees File at the Library, which should include Board minutes, The Board may utilize a transcriber, who will be paid for by Trustee funds, to assist the Secretary in preparing the minutes of the Board, reports, and Board related materials. {ADD > a chat GPT option or other AI assist may be used.} 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, Board activities, and a building fund, reconcile bank statements monthly, and present a monthly financial report to the Board. Other Trustees may be appointed by the Board to assist the Treasurer in these duties. Should the Board deem it necessary, an Assist-Treasurer will be elected by the Board and he/she will back up the Treasurer in his/her duties. In the absence or inability of the Treasurer, the duty shall be performed by any member that the Chairperson shall designate. Treasurer shall obtain a copy of the MS9 from the Town Treasurer and distribute to the Board on an annual basis.

3.6 The Treasurer and Secretary will work together towards producing and filing the report for the Charitable Trust Unit of the Attorney General's Office on a yearly basis, two (2) months after the Library closes out its fiscal year (RSA 202–A:12–a).

3.7 In the event that an Officer shows gross negligence or constitutes failure or refusal to perform his/her duties, or misses three (3) consecutive meetings, a Trustee may be released from their position of an Office of the Board upon two-thirds (2/3) vote of the Board. Notice that such a vote is to take place shall be made at the public meeting preceding the meeting at which the vote is to take place.

3.8 Training/professional development will be provided for all new Board members. The Chairperson will provide any and all resources and training options. The cost for professional development may be reimbursed through the Trustee's Account. The Board shall vote to compensate the Trustee, who will present receipts for the expenses and a request for check form, and if the Board approves reimbursement of the expenditures, the Treasurer will write a check for the Trustee out of the Trustee Account.{Remove> Trustee Account ADD> Library Account} {ADD> within a 60 Day Time-frame of the expense.}

Article II: Duties and 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 of all 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 Library (RSA 202-A:11 I).

1.3 The Library Director shall prepare the annual budget, under the direction of the Board. {REMOVE> under direction; ADD> In collaboration with} 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). The Trustees approve and submit the proposed and final library budget. {ADD> to the budget committee and town council}

The Trustees make decisions regarding salaries and benefits, technology, and collection development. Only Trustees make the decision of line allocation in the budget and{REMOVE> only Trustees }can move charges from one number to another. {Remove> collection development}

1.4 The Trustees shall expend all monies 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 Trustees (RSA 202-A:10).

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

1.9 The Trustees shall review any and all contracts associated with the Leach Library. The Director shall email all contracts approaching renewal deadlines two (2) months in advance. A list of all contracts will be made available at the time of budget discussions.

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). Library Director's Terms of Employment shall be reviewed annually at Library Director's performance review.

2.1.a In case of an extended absence or long-term disability of the Library Director and 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, and keeping with the stated policy of the Board, for the efficiency of the Library service to the public, and for the financial operation within the limitations of the Library's budget as approved by the Board.

2.3 The Library Director shall recommend to the Board of Trustees the appointment or termination of all Library employees (RSA 202–A:16). The Library Director shall conduct exit interviews with departing staff and share them with the Trustees.

2.4 The Library Director shall present all employee performance reviews and proposed merit increases to the Trustees for approval. (RSA 202–A:1, V).

2.5 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).

2.6 The Library Director, at his/her discretion, may expend funds outside of the normal budget in amounts not to exceed \$500 in a given month. Non-budgeted items exceeding \$500 must be approved by the Trustees. In the event of an emergency, the Library Director shall have the authority to make such immediate purchases as deemed necessary, provided that all reasonable efforts to contact the Chair or Treasurer of the Library Board of Trustees have been made. Once the emergency has been resolved, the Library Director shall submit a detailed report of all emergency expenditures to the Library Board of Trustees.

Article III: Meetings

Section 1: Regular Meetings

1.1 Regular meetings shall be held monthly, the day an hour to be set by the Board. All regular and subcommittee meetings shall be open to the public. {ADD> All Regular meetings; Remove> and } shall be audio and/or video recorded.

1.2 Meetings may include the following:

- Turn on recording equipment

- Call to order
- Pledge of Allegiance
- Public comment
- New Business
- Old Business
- Other
- Secretary's Report/ Approval of prior meeting minutes
- Treasurer's report
- Library Director's report
- Assistant Director and Department Heads reports
- Town update if Library Liaison is present
- Public comment
- Adjourn

1.3 The Library Director may attend except during non-public sessions. Other Library Staff may attend when invited to do so. {ADD> by the chairperson for a specific reason.}

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

1.5 Trustees reserve the right to use a Trustee Objection on the first occasion that the question on adoption or to delay a vote in order to obtain further information. Such postponement shall be until the next regular meeting. This procedure shall not be used more than once for any agenda item.

1.6 Public comment is allowed for three (3) minutes per person, for each of the Public Comment sections. Speakers are allowed to request time on the agenda, should more time be needed. Speaking time may not be transferred to another individual. A sign up sheet may be used to schedule public Comments, {ADD> The Chair will determine the amount of time to be allotted and number of public comment sessions provided at regular meetings.}

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 Board for the purpose of transaction of business as stated in the call for the meeting. Only twenty-four (24) hours notice is required. {ADD> All members of the board shall be contacted by phone or email prior to the special meeting.}

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.

3.2 The Bylaws shall be reaffirmed by the Board of Trustees every April, after Town Elections have been held.

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. Any Trustee, at any time, reserves the right to request a roll call vote. An abstain will be treated as a No vote. A tied vote means the motion did not pass.

{Question to Counsel: Is this correct?}

Section 2: Bylaws

2.1 These Bylaws may be amended by majority vote of all members of the Board present and voting. Whenever possible, written notice of the proposed amendment should have been {ADD> E-}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: Dues & Resources

Section 1: Dues & Resources

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

1.2 New Hampshire Library Association is also available as a resource to provide support to Library Trustees.

1.3 Newly elected Trustees shall receive a welcome packet of information provided by the Chair with the following information:

- Leach Library Board of Trustees Bylaws
- Organization Chart to list of all Library employees and positions
- Roberts Rules of Order
- RSA 91-A: New Hampshire Right to Know Law (PowerPoint file from NH Department of Justice/Office of the Attorney General)
- Copy of Library Directors Terms of Employment/Employment Agreement
- Copy of Director's (blank) Performance Review Sheet
- .A copy of all Library policies and procedures.
- Shown where the Trustee file is located in the library as well as the location of the Trustee folders.
- Copies of current and upcoming fiscal year budgets

Article VI: Legal Services

The Town and the Board signed a letter of engagement with the firm Drummond and Woodsum to provide legal services to the Library exclusively. The Town will be paying for the legal services. These are the guidelines approved by the Trustees:

1. All inquiries to legal counsel from the BOT should be directed to the Chairperson who will then take those requests from other members of the BOT and send them to the assigned counsel for a response
2. When Counsel provides her/his emailed response, it should be sent to the Chairperson and redistributed to all members of the Board
3. The Library Director should send her inquiries directly to counsel and the responses provided to the Library Director and to the Chairperson who will then distribute those to the other members of the Board,

The Board was cautioned that whenever possible, use the following cost savings measures:

1. Utilize the NHMA Legal inquiries line for general legal questions which we pay for as part of our membership to NHMA.
2. The Town receives a no cost training session on site per year from NHMA because of the size of our Town, Not all Towns receive this benefit. Perhaps a topic would be the authority, roles, and responsibilities of the Board and Library Staff.
3. Utilize resources such as Town Staff where legal counsel may not be necessary,

Article VII: Cooperation with Other Libraries

Section 1: Cooperation with Other Libraries

1.1 It is a stated goal of the Board to cooperate with the Town's, school libraries and other libraries, and may participate in the inter Library loan program and/or GMILCS consortiums.

APPENDIX for NH RSA's as they pertain to the Board of Trustees By-Laws

Article 1 Organization RSA 202-A

Section 1.1 RSA 202-A:6 Library Trustees: Election; Alternates

RSA 201

Section 2 Membership

RSA 202-A:10 Library Trustees: Elections; Vacancies; Alternates

Section 2.1 RSA 202-A:10

Section 2.2 RSA202-A:10

Section 3 Officers

Section 3.1 RSA 202-A:10

Section 3.2 RSA 202-A: 10

Section 3.3 RSA 202-A:10

Section 3.4 RSA 202-A:10

Section 3.5 RSA 202-A:10

Section 3.6 RSA 202-A:10 and RSA 202-A:12-a

Article II Duties and Obligations RSA 202-A:2 II**Section 1 The Board**

Section 1.1 RSA 202-A-2. II

Section 1.2 RSA 202-A: 11. I

Section 1.3 RSA 202-A:11 II

Section 1.4 RSA 202-A:11 III

Section 1.5 RSA 202 -A:11 V

Section 1.6 RSA 202 - A:23

Section 1.7 RSA 202-A:17

Section 1.8 RSA 202 A:17

Section 2 Library Director

Section 2.1 RSA 202 -A:15 and RSA 202-A:11

Section 2.2 RSA 202-A:16

Section 2.3 RSA 202 -A:16

Section 2.4 RSA 202-A:20

Article III **Meetings**

Section 1 **Regular Meetings.** RSA 91-A. Right to Know

Section 2 **Special Meetings** RSA 91-A

Section 3 **Annual Meetings** RSA 91-A

Article IV **General**

RSA 202-A and RSA 91-A

Article V **Dues and Resources** RSA 202-A: 13 and RSA 202-A:14

Article VI **Legal Services**

Article VII **Cooperation with Other Libraries** RSA 202 -A:13

Leach Library
Salary Ranges (All Staff)
FY 25-26 (7/1/25-6/30/26)
Revised with 3.0% COLA

Title	Minimum Hourly Rate	Min Yearly Salary *	Maximum Hourly Rate	Max Yearly Salary*
Director	\$44.36	\$92,268.80	\$54.12	\$112,569.60
Assistant Director/Head Reference	\$35.73	\$74,318.40	\$46.27	\$96,241.60
Assistant Director/Head Circulation	\$35.73	\$74,318.40	\$46.27	\$96,241.60
Assistant Director/Head Children's	\$35.73	\$74,318.40	\$46.27	\$96,241.60
Assistant Director/Head Tech. Services	\$35.73	\$74,318.40	\$46.27	\$96,241.60
Head of Reference & Adult Services	\$37.24	\$77,459.20	\$40.20	\$83,616.00
Head of Circulation Services	\$37.24	\$77,459.20	\$40.20	\$83,616.00
Head of Children's Services	\$37.24	\$77,459.20	\$40.20	\$83,616.00
Head of Tech. Services	\$37.24	\$77,459.20	\$40.20	\$83,616.00
Senior Librarian – Reference	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Senior Librarian – Adult Services	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Senior Librarian – Circulation	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Senior Librarian – Teen Services	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Senior Librarian – Children's	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Senior Librarian – Tech. Services	\$29.55	\$61,464.00	\$38.44	\$79,955.20
Librarian – Reference	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Librarian – Adult Services	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Librarian – Circulation	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Librarian – Teen Services	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Librarian – Children's	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Librarian – Tech. Services	\$26.89	\$55,931.20	\$36.38	\$75,670.40
Senior Library Technician	\$26.87	\$55,889.60	\$31.80	\$66,144.00
Library Technician	\$24.66	\$51,292.80	\$30.28	\$62,982.40
Senior Library Assistant	\$22.14	\$46,051.20	\$27.79	\$57,803.20
Library Assistant	\$20.14	\$41,891.20	\$25.79	\$53,643.20
Executive Assistant	\$27.21	\$56,596.80	\$33.52	\$69,721.60
Library Page	\$13.44	\$27,955.20	\$16.77	\$34,881.60

* Yearly salary based on 40-hour work week

Leach Library
Salary Ranges (All Staff)
FY 24-25 (7/1/24-6/30/25)
Revised with 3.0% COLA

Title	Minimum Hourly Rate	Min Yearly Salary *	Maximum Hourly Rate	Max Yearly Salary*
Director	\$43.07	\$89,585.60	\$52.54	\$109,283.20
Assistant Director/Head Reference	\$34.69	\$72,155.20	\$44.92	\$93,433.60
Assistant Director/Head Circulation	\$34.69	\$72,155.20	\$44.92	\$93,433.60
Assistant Director/Head Children's	\$34.69	\$72,155.20	\$44.92	\$93,433.60
Assistant Director/Head Tech. Services	\$34.69	\$72,155.20	\$44.92	\$93,433.60
Head of Reference & Adult Services	\$36.16	\$75,212.80	\$39.03	\$81,182.40
Head of Circulation Services	\$36.16	\$75,212.80	\$39.03	\$81,182.40
Head of Children's Services	\$36.16	\$75,212.80	\$39.03	\$81,182.40
Head of Tech. Services	\$36.16	\$75,212.80	\$39.03	\$81,182.40
Senior Librarian – Reference	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Senior Librarian – Adult Services	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Senior Librarian – Circulation	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Senior Librarian – Teen Services	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Senior Librarian – Children's	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Senior Librarian – Tech. Services	\$28.69	\$59,675.20	\$37.32	\$77,625.60
Librarian – Reference	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Librarian – Adult Services	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Librarian – Circulation	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Librarian – Teen Services	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Librarian – Children's	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Librarian – Tech. Services	\$26.11	\$54,308.80	\$35.32	\$73,465.60
Senior Library Technician	\$26.09	\$54,267.20	\$30.87	\$64,209.60
Library Technician	\$23.94	\$49,795.20	\$29.40	\$61,152.00
Library Assistant	\$19.55	\$40,664.00	\$25.04	\$52,083.20
Executive Assistant	\$26.42	\$54,953.60	\$32.54	\$67,683.20
Library Page	\$13.05	\$27,144.00	\$16.28	\$33,862.40

* Yearly salary based on 40-hour work week

**Leach Library
Salary Ranges (All Staff)
FY 23-24 (7/1/23-6/30/24)
Revised with 3.0% COLA**

Title	Minimum Hourly Rate	Min Yearly Salary *	Maximum Hourly Rate	Max Yearly Salary*
Director	\$41.82	\$86,985.60	\$51.01	\$106,100.80
Assistant Director/Head Reference	\$33.68	\$70,054.40	\$43.61	\$90,708.80
Assistant Director/Head Circulation	\$33.68	\$70,054.40	\$43.61	\$90,708.80
Assistant Director/Head Children's	\$33.68	\$70,054.40	\$43.61	\$90,708.80
Assistant Director/Head Tech. Services	\$33.68	\$70,054.40	\$43.61	\$90,708.80
Head of Reference Services	\$35.11	\$73,028.80	\$37.89	\$78,811.20
Head of Circulation Services	\$35.11	\$73,028.80	\$37.89	\$78,811.20
Head of Children's Services	\$35.11	\$73,028.80	\$37.89	\$78,811.20
Head of Tech. Services	\$35.11	\$73,028.80	\$37.89	\$78,811.20
Senior Librarian – Reference	\$27.85	\$57,928.00	\$36.23	\$75,358.40
Senior Librarian – Public Services	\$27.85	\$57,928.00	\$36.23	\$75,358.40
Senior Librarian – Children's	\$27.85	\$57,928.00	\$36.23	\$75,358.40
Senior Librarian – Tech. Services	\$27.85	\$57,928.00	\$36.23	\$75,358.40
Librarian – Reference	\$25.35	\$52,728.00	\$34.29	\$71,323.20
Librarian – Public Services	\$25.35	\$52,728.00	\$34.29	\$71,323.20
Librarian – Circulation	\$25.35	\$52,728.00	\$34.29	\$71,323.20
Librarian – Children's	\$25.35	\$52,728.00	\$34.29	\$71,323.20
Librarian – Tech. Services	\$25.35	\$52,728.00	\$34.29	\$71,323.20
Senior Library Technician	\$25.33	\$52,686.40	\$29.97	\$62,337.60
Library Technician	\$23.24	\$48,339.20	\$28.54	\$59,363.20
Library Assistant	\$18.98	\$39,478.40	\$24.31	\$50,564.80
Executive Assistant	\$25.65	\$53,352.00	\$31.59	\$65,707.20
Library Page	\$12.67	\$26,353.60	\$15.81	\$32,884.80

* Yearly salary based on 40-hour work week