**Belmont Public Library Board Bylaws**

**Article I**

**Identification**

This organization is the Board of Trustees of the Belmont Public Library, located in Belmont, NH, established by the New Hampshire municipality of Belmont, according to the provisions of the New Hampshire Revised Statutes Title XVI: Chapter 202-A.

**Article II**

**Membership**

**Section 1.** *Appointments and terms of office.*Appointments and terms of office are as provided by the relevant subsections of NH RSA 202-A.

**Section 2.** *Meeting attendance.* Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**Article III**

**Officer**

**Section 1.** *Chair.* The Chair of the Board shall be the longest serving member of the Board, unless by consensus the Board chooses another member. The Chair shall not be a first-term board member.

**Section 2.** *Secretary.* The trustee acting as secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated to perform any or all of the above duties.

**Article IV**

**Meetings**

**Section 1.** *Regular Meetings.* Regular meetings shall be held each month, the date and hour to be set by the Board.

**Section 2.** *Agendas and notices.* Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. All agendas and notices shall be posted as provided by RSA 91-A and RSA 202-A: 3-a.

**Section 3.** *Minutes.* Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those withdrawn) and the results of all votes taken. Board minutes shall be available to the public as provided in RSA 91-A: 4. Minutes shall be kept permanently, per RSA 33-A:3-a LXXXI.

**Section 4.** *Special meetings.* Special meetings may be called at the direction of the trustees for the transaction of business as stated in the call for the meeting. RSA 91-A: 2 II.

**Section 5.** *Quorum.* A quorum for the transaction of business at any meeting shall consist of “more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously” as stated in RSA 91-A: 2 I.

**Section 6.** *Right to Know Law.* All Board meetings shall be held in compliance with New Hampshire’s open meetings law, NH RSA 91-A.

**Section 7.** *Parliamentary Authority.* The rules contained in *Robert’s Rules of Order,* latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

**Article V**

**Duties of the Board of Trustees**

**Section 1.** *Legal responsibility.* Legal responsibility for the operation of the Belmont Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** *Library Director.* The Board shall, select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** *Budget.* The Board shall prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction and capital improvements of existing library property.

**Section 4.** *Fiscal control.* The Board shall have exclusive control of the expenditures of all moneys collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures. All checks drawn on funds held by the library must be signed by two trustees. The library director or a member of the staff may be designated to handle accounting details. The director will make monthly reports to the Board showing in detail the amount of, and income and disbursements from, the funds in his or her care.

**Section 5.** *Maintenance.* The Board shall supervise and maintain the buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** *Legislation.* The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** *Cooperation.* The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** *Reports.* The Board shall approve and the director or his or her designee shall submit the required annual reports to the New Hampshire State Library and the town of Belmont.

**Article VI**

**The Library Director**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote. RSA 202-A: 15-16.

**Article VII**

**Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Belmont Public Library in which they have a direct or indirect financial interest.

**Section 2.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Article VIII**

**General**

**Section 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.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (2) of the members of the Board are present and two-thirds of those present so approve..

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all the members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Belmont Public Library on the 17th day

Of July 2017.