

Durham Public Library Board of Trustees Bylaws

Article I: Name

This organization shall be called the Board of Trustees of the Durham Public Library existing by virtue of RSA 202 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 be composed of seven (7) members, elected according to RSA 202-A:6.
- Section 2 No trustee may serve more than three consecutive three-year terms. After a minimum of one year's absence from the board, past trustees may return to the board.
- Section 3 Vacancies on the board will be filled in accordance with RSA 202-A:10.
- Section 4 Three (3) alternate trustees may be appointed, according to Amended RSA 202-A:10, to serve as alternate members of the board when elected members are unable to attend a meeting. The alternates are appointed for a one-year term and have voting rights only when filling in for an absent trustee. Alternates must be sworn in before participating at meetings. Alternates should attend every meeting and have the same concerns for the library as regular trustees.

Article III: Officers and Their Duties

- Section 1 The officers shall be Chair, Vice Chair, Treasurer, and Secretary. The officers of the Board of Trustees shall be elected at the first board meeting held after town election and serve until the next town election.
- Section 2 The officers shall be elected from among the members of the Board of Trustees.
- Section 3 Any officer vacancy which occurs during the year shall be filled at the next 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 vice Chair shall act in place of the Chair when s/he is absent. The Vice 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. S/he shall be bonded in an amount as may be required by the resolution of the board. In the absence or inability of the Treasurer, the treasurer's duties shall be performed by such other members of the board as the board may designate.

Section 7 The Secretary shall keep a true and accurate record of all meetings of the board, see that all minutes are on permanent file at the library, and sent to all members of the board five days before the next meeting, and perform such other duties as are generally associated with office.

Article IV: Meetings

Section 1 Regular meetings shall be held each month at a date, time and place to be determined by the board at the first meeting after the town election.

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

Section 3 All trustee meetings shall be posted 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 elections shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given to the Chair of the board or the director.

Section 5 A quorum for the transaction of business at any meeting shall consist of five (5) 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. Alternates may act in place of any absent trustees when determining a quorum.

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.

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 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 director will utilize interlibrary loan to borrow materials not owned by the library or to loan materials to other libraries as long as materials requested are not in use or on reserve. The patron will be responsible for all charges.
- Section 2 Committees will make regular reports on their progress to the board.
- Section 3 No committee shall have the than advisory powers unless it is granted specific authority to act by suitable action of the board.

Article VII: 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 (10) days prior to the meeting at which such action is proposed to be taken.