

William Y. Wadleigh Memorial Library
Board of Trustees
BYLAWS

Article 1: Name:

The name of this organization shall be
the **Board of Trustees of the William Y. Wadleigh Memorial Library** (the Board).

Article 2: Objectives:

1. To establish policies to meet community needs and govern the operation of the library.
2. To obtain sufficient funding for operation of the library.
3. To determine strengths and weaknesses and to plan for future growth.
4. To promote the development and improvement of the services.
5. To serve as a connecting link between library and community, interpreting the one to the other.
6. To expend all money raised and appropriated.

Article 3: Membership:

1. Shall consist of seven (7) members elected by the citizens of Milford at Town Meeting. Newly elected Trustees shall be sworn in by the Moderator or Town Clerk within ten (10) days of election (RSA 202-A:6).
2. Through its chair, the Board will notify Selectmen of vacancies and exercise the privilege of recommending names for such vacancies. The Selectmen will then appoint a member to serve until the following Town Meeting (RSA 202-A:10, RSA 669:75).
3. Upon election or appointment to the Board, a member shall immediately be enrolled as a member of the New Hampshire Library Trustees Association and their dues shall be paid by the Board.

Article 4: Election of Officers:

There shall be the following elected officers:

- Chair(s)
- Treasurer
- Secretary

An officer who does not fulfill assigned responsibilities may be voted out of office by a two-thirds majority of the Board.

Article 5: Terms of Office for Officers:

Officers shall be elected for a term of one year, to serve from the time of installation on the third Tuesday in March until the installation of officers the following year.

Article 6: Duties of Officers:

Chair(s):

- Prepares an agenda and presides at all meetings or designates another trustee to do so.
- Signs all contracts after Board approval.
- Follows through to see necessary action is taken on Board decisions.
- Calls special meetings when necessary.
- Maintains regular contact with Library Director for monitoring the smooth running of the library.
- Monitors building and, with Board approval, takes the necessary steps for maintenance and other repairs (normally delegated to Director).
- Writes annual report for inclusion in Town Report for the year.

Secretary:

- Records the minutes of all proceedings of the Board, distributing copies to all members and the Director after each meeting, placing one copy on file in the permanent records, and making one copy available to the public, upon request.
- Handles all correspondence.
- Posts notices of meetings in two public places (usually the library and the local newspaper) and makes a copy of the minutes of meetings available to the in accordance with RSA 91-A:6.

Treasurer:

- Ensures that accurate and timely records are prepared and maintained for all library accounts.
- Signs the annual report to the State.

Article 7: Meetings:

1. Monthly meetings of the Board shall be held at the library on the third Tuesday of the month, or as otherwise agreed to by the Trustees. The Library Director shall attend each meeting or designate a staff member to attend in their place.
2. Notices of meetings shall be posted publicly in two places.
3. Special meetings may be called by the Chair, notice being given to the members at least twenty four hours in advance.
4. A quorum for conducting a regular or special meeting of membership shall not be fewer than four Trustees.

5. Trustees are expected to attend all regular meetings. Absence for three or more regular meetings in a calendar year, will, unless excused, be construed as a *de facto* resignation. Absences will normally be excused at the discretion of the Chair, by prior notice being given to either the Chair or the Library Director.
6. Robert's Rules of Order shall be used as parliamentary authority. However, business handled by consensus may be allowed, i.e. reaching agreement regarding proposed activities through discussion before a motion is made. Basically, five motions are considered:

Motion for actions; Motion to amend; Motion to rescind; Motion to table; Motion to suspend order of business

Article 8: Restricted Funds:

1. Endowments and restricted funds: the interest earned by endowments and restricted funds may be used only for the designated purpose of each fund.
2. Money received from fines on overdue materials shall be tracked separately and used solely in accordance with RSA 202-A:11, III. Money so received shall be non-lapsing and shall be in addition to the Town appropriation.
3. All money received from the library's income generating equipment shall be retained by the library in a non-lapsing fund and used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment, as approved by the Town (1984) in accordance with RSA 202:A 11-6.

Article 9: Trustee's Authority to Accept and Expend Gifts:

The Trustees have the authority to "apply for, accept and expend, without further action by Town Meeting, unanticipated money from the state, federal or other government unit or a private source which becomes available during the fiscal year" (RSA 202-A:4-c).

This authorization shall remain in effect until rescinded by a vote of Town Meeting.

Approved by Town Meeting 1994.

Article 10: Acceptance of Personal Property Donated to Libraries

The Trustees have the authority to accept gifts of personal property other than money, which may be offered to the library for any purpose, and such authorization shall remain in effect until rescinded by vote of town meeting (RSA 202-A:4-d).

Prior to the acceptance of any gift valued at over \$5,000.00, the Board shall hold a public hearing on the proposed acceptance.

No acceptance of any personal property under the authority of this section shall be deemed to bind the Town or the Board to raise, appropriate, or expend any public funds for the operation, maintenance, repair or replacement of such personal property.

Approved by Town Meeting 1997.

Article 11: Amendments to the bylaws:

1. Bylaws may be amended or revised by an affirmative vote of 2/3 of the Board. Copies of proposed amendments shall be given in writing at least one month prior to a meeting designated for this purpose.
2. A committee of two Trustees shall review and evaluate these bylaws at least every five years, or as necessary.

Approved by the Board of Trustees in May, 1991

Reviewed and amended by the Board of Trustees in September, 1997.

Reviewed, amended and adopted by the Board of Trustees May 19, 1998.

Reviewed, amended and adopted by the Board of Trustees September 17, 2019.

Reviewed, amended and adopted by the Board of Trustees October 20, 2020.