

Lee Public Library Board of Trustees Bylaws

Article I: Name

This organization shall be called the Board of Trustees of the Lee 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 five members, elected according to RSA 202-A:6.

Section 2. A term of service is defined as three years. Section 3. Trustees are elected for three-year terms on a rotation basis wherein two board members are elected each year and every third year one board member is elected.

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.

Section 5. All trustees shall be legal residents of the Town of Lee.

Section 6. No employee of the Lee Public Library may be a member of the Board of Trustees.

Section 7. No member of a board member's immediate family shall be employed by the Library during said board member's term of office.

Section 8. Vacancies on the board will be filled in accordance with RSA 202A:10.

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 meeting and serve until next town meeting.

Section 2. Any officer vacancy, which occurs during the year, shall be filled at the next regular meeting or a special meeting called for that purpose.

Section 3. The **Chairman** 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 Chairman 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.

Vice Chair: The Vice-Chair shall act in the Chair's stead during any absence or incapacity of the Chair. The Vice Chair may hold additional committee responsibilities from time to time.

Section 4. The **Treasurer** shall be responsible for all monies appropriated by the town for the purpose of operations. As the disbursing officer of the board, the treasurer shall sign all checks, provide monthly financial reports, consult with the director in preparing the next year's budget and shall perform such other duties as are generally required of the office. The director will prepare the checks and bills for the treasurer's signature as well as account deposit as often as necessary. 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 5. 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. The Secretary shall perform such other duties as are generally associated with the office. As required by NH RSA 91-A:22, minutes of all public sessions must be available within 144

hours and of non-public sessions within 72 hours, unless the minutes are sealed. In the absence or inability of the Secretary, the secretary's duties shall be performed by such other members of the board as the board may designate.

Article IV: Meetings

Section 1. Regular meetings shall be held monthly with any exceptions being determined by the board. All regular meetings take place at the Library

Section 2. Special meetings may be held at any time at the call of the Chair or Library Director.

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 meetings shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given to any other member of the board or the director.

Section 5. A quorum for the transaction of business at any meeting shall consist of three (3) 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.

Article VI: 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 prior board approval, provided that such appointment is 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 the 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 VII: Committees

Section 1. The Chair shall appoint committees of one or more members for each specific purpose as the business of the board may require from time to time. Each committee will be discharged upon completion of the purpose for which it was established and after it has given a final report to the board.

Section 2. Committees will make regular reports on their progress to the board.

Section 3. No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the board.

Article VIII: Amendments

These bylaws may be amended by the majority vote of all members of the board provided that written notices (or electronic mail) of proposed amendment, alterations or repeals shall have been provided to all members at least ten days prior to the meeting at which time such action is proposed to be taken.

Article IX: Conflict of Interest

Section 1. Any possible conflict of interest on the part of any Trustee or employee of the Lee Public Library shall be disclosed to the Board of Trustees and made a matter of public record. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new Trustee shall be advised of this policy upon entering the duties of his or her office.

Section 2. No member of the Board shall introduce, speak or vote on any motion or issue in which he has a personal or pecuniary interest, direct or indirect.

Approved November 15, 2005

Revised 12/9/2009

Revised April 8, 2015