

BYLAWS OF THE BOARD OF TRUSTEES OF THE NESMITH LIBRARY

ARTICLE I: NAME

“The Board of Trustees of the Nesmith Library” will exist by virtue of the provisions of Chapter 202-A of the Laws of the State of New Hampshire, and exercise the powers and authority and assume the responsibilities thus delegate.

ARTICLE II: MEMBERSHIP

The library Board shall consist of seven (7) members, elected in accordance with the provisions of Chapter 202-A: 6.

ARTICLE III: OFFICERS

Section 1. The officers shall be a Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Secretary, elected from among the Trustees at the annual meeting of the board.

Section 2. Each term of office shall be for one year from the annual meeting; each officer shall serve in his or her elected capacity until a successor is duly elected.

Section 3. The Chairman will preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, and generally perform all duties associated with that office.

Section 4. The Vice Chairman, in the event of the absence or disability of the Chairman, shall assume and perform the duties and functions of the Chairman.
If both the Chairman and Vice-Chairman are absent from a meeting of the Board of Trustees, a pro-tempore Chairperson shall be elected by the Trustees for that meeting only.

Section 5. The Treasurer shall be the disbursing officer for the Board, shall sign all checks and shall perform such duties as generally evolve upon the office. In the absence or disability of the Treasurer, his/her duties shall be performed by the Assistant Treasurer. The Treasurer and Assistant Treasurer shall be bonded at the discretion of the Board.

Section 6. A Secretary, elected from the Board, ensures that a true and accurate record of all meetings of the Board is kept. The Secretary shall perform such other duties as are generally associated with that office.

Section 7. A Trustee shall be appointed Corresponding Secretary at the Annual Meeting of the Board of Trustees. The Corresponding Secretary shall receive and issue correspondence under the direction of the Trustees.

Section 8. The Board of Trustees may elect one or more Trustee Emeritus for such reasons and for such terms as the Trustees may determine. A person chosen as a Trustee Emeritus may attend any meeting of the Board and shall be entitled to all privileges to which members of the Board are entitled except that a Trustee Emeritus is not entitled to vote at a Board of Trustees meeting.

ARTICLE IV: COMMITTEES

Section 1. There shall be a standing Finance Committee. The Finance Committee shall consist of the Treasurer and the Assistant Treasurer. The Finance Committee shall advise the Board of Trustees on the finances of the Library and on the investment of funds. The Finance Committee shall meet at least annually.

Section 2. There shall be a standing Personnel Committee. The Personnel Committee shall consist of three Trustees elected at the Annual Meeting of the Board of Trustees. The Personnel Committee shall advise the Board of Trustees on personnel matters of the Library, consistent with Federal and New Hampshire Laws. The Personnel Committee shall meet at least annually.

Section 3. The Trustees may create an ad hoc committee of Trustees for any purpose. A committee of Trustees shall consist of a maximum of three Trustees.

Section 4. The Chairman shall be an ex officio member of a committee of Trustees.

ARTICLE V: MEETINGS

Section 1. A minimum of ten (10) regular meetings shall be held each (per) year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held as soon as possible following the annual town election.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstance will permit:

- a. Call to order.
- b. Public presentation to, or discussion with, the Board.
- c. Disposition of minutes of previous regular meetings and any intervening special meeting.
- d. Treasurer's Report.
- e. Director's Report.
- f. Old Business.
- g. New Business.
- h. Correspondence.
- i. The date and hour of the next regular or special meeting.
- j. *Non-public session in accordance with RSA 91-A: 3.
- k. Adjournment.

** RSA 91 covers alternate trustees and special meetings*

Section 4. Special meetings may be called at the direction of the Chairman or any four (4) Trustees. Notice and purpose of the meeting shall be given to all Trustees.

Section 5. A quorum for the transaction of business at any meeting shall consist of four out of seven members of the board present.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by *Robert's Rules of Order* (current edition).

ARTICLE VI. DIRECTOR AND STAFF

The Board shall appoint a qualified librarian as Library Director who shall be the executive and administrative officer of the library on behalf of the Board; and to whom the board delegates the authority and responsibility for administration of the library. The Library Director shall be responsible for the direction and supervision of the staff, the care and maintenance of the library property, for an adequate and proper selection of library materials in keeping with the selection policies of the library, for the efficiency of the library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

ARTICLE VII: GENERAL

Section 1. An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.

Section 2. These bylaws may be amended by five (5) affirmative votes of members of the Board; provided written notice of the proposed amendment shall have been mailed to each member at least fourteen (14) days prior to the meeting at which such action is proposed to be taken.

Section 3.

No member of a Trustee's immediate family (4) (spouse, child, parent or sibling) shall be in the employment of the Library during said Trustee's term of office.

Section 4: The Board shall cooperate with public officials and boards and maintain vital public relations (attached: "RIGHT TO KNOW LAW").

ARTICLE VIII: EFFECTIVE DATE

These Bylaws are effective on March 11, 2008

These Bylaws were approved by the Nesmith Board of Trustees on January 8, 2008