

TOWN OF EAST KINGSTON PUBLIC LIBRARY

East Kingston, NH 03827

BYLAWS - BOARD OF TRUSTEES

ARTICLE I: NAME

This organization shall be called the Board of Trustees of the East Kingston Public Library, existing by the virtue of New Hampshire RSA 202 and any other RSA that affect the library and exercising the power and authority, and assuming the responsibilities delegated to it under these statutes.

ARTICLE II: MEMBERSHIP

SECTION 1. The Board of Trustees shall be composed of five (5) members, elected according to RSA 202-a: 6.

SECTION 2. Vacancies on the Board of Trustees will be filled in accordance with RSA 202-A:6, 202-A: 10 and RSA 669:75.

SECTION 3. Alternate Trustees can be appointed to the Board by the appointing authority, upon the recommendation of the Board of Trustees, in accordance with RSA 202-A:6, 202-A:10 and RAS 669:7.

ARTICLE III: OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Board of Trustees shall be a Chair, a Treasurer, and a Secretary. The officers shall be elected at the Board's first meeting after the Town election, and shall serve one year in their positions.

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

SECTION 3. The Chair shall preside at meetings of the Board, authorize calls for special meetings of the Board, appoint Advisors to all committees, and perform all other duties associated with the office. The Chair shall prepare and provide each Trustee with an agenda twenty-four (24) hours prior to any regular Board meeting. The Chair may move, second and vote upon any proposal before the Board. The Chair shall be an authorized signer on all library bank accounts. The Chair shall be responsible for the Town annual report. The Chair will be concerned with all legislative issues related to libraries, will clarify Library issues of public concern, and will appoint or act directly as the Library spokesperson at the regular Town Meeting or at any Town Selectmen's Meeting concerned with the Library.

SECTION 4. The Treasurer shall be responsible for all Library monies from all sources. As the disbursing officer, the Treasurer shall be an authorized signer on all library bank accounts. The Treasurer shall provide written monthly financial reports, consult with the Director in preparing next year's budget, and accept the interest due on the funds handled by the Trustees of the Trusts. The Treasurer shall be responsible for preparing the annual audit, the financial report for the Town annual report, all financial filing to the State, and perform such other duties as are generally required by the office.

SECTION 5. The Secretary shall keep a true and accurate record of all the meetings of the Board and see that all minutes and other permanent records are on file at the library and available for public review in accordance with RSA 91-A. The Secretary shall perform all other duties as are generally required by the office.

ARTICLE IV: MEETINGS

SECTION 1. Regular meetings shall be held once a month unless the Board votes otherwise at a prior meeting. Place of business for all Board of Trustees and its Committees shall be at the East Kingston Public Library.

SECTION 2. Special meetings may be held at any time at the call of the Chair or any two (2) Trustees.

SECTION 3. All Board meetings shall be posted in two places twenty-four (24) hours in advance of the meeting and shall be open to the public in accordance with RSA 91A.

SECTION 4. Trustees are expected to attend all Board meetings. Notification of absences shall be given to the Chair or Library Director prior to the meeting. In the event that a Trustee cannot physically attend a meeting, the Board shall allow a maximum of one Trustee to attend remotely via Zoom/video or audio conference call.

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.

SECTION 6. In the absence of the Chair at a meeting, any other Trustee who volunteers shall perform the duties of the Chair. The Secretary shall call the meeting to order and ask for a motion to select a member as Acting Chair to run the meeting. In the absence of the Chair and Secretary at a meeting, the Treasurer shall call the meeting to order and then ask for a motion to select a member to be the Acting Chair to run the meeting.

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 of and specify the duties of other employees.

SECTION 3. The Director shall be held responsible for proper direction and supervision of the staff, for the care and maintenance of the Library collections and related equipment, for the proper and adequate selection of the Library resources in keeping with the policies established by the Board of Trustees, and for the efficient provision of library service to the public. The Director is authorized to receive any Library gifts or donations from the public, and forward them promptly to the Board for acceptance or rejection.

SECTION 4. The Director may be authorized, under the supervision of the Treasurer, to make payments from the general operating account for all routine expenses of the Library.

SECTION 5. The Director shall make monthly reports to the Board regarding the operations of the library in whatever form the Board determines appropriate.

ARTICLE VI: COMMITTEES

SECTION 1. Committees may be created on an ad-hoc basis. They may include a Policy Committee, Information Technology Committee, Budget Committee, or any other committee as agreed to by motion and majority vote of the Board. The Chair shall appoint from among the Board members an Advisor for each standing committee.

SECTION 2. The Board may from time to time create select committees for such specific purposes as may be necessary. The Chair shall appoint from among the Board members an Advisor for each select committee. Each select 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 3. The Board shall prepare a written charter for each committee, defining the purpose of the committee and outlining its authority and responsibilities. The appointed Trustee Advisor will form his or her committee from volunteers as needed and available from the Board or from the community at large. Committees will elect, from among their members, a Chair and a Secretary. The Chair will prepare the agenda for and lead each committee meeting. The Secretary will prepare and distribute written minutes of all committee meetings. The Trustee Advisor will make regular reports on committee progress to the Board at its regular monthly meetings.

SECTION 4. No committee shall have other than advisory power unless it is granted specific authority by motion and majority vote of the Board.

SECTION 5. The Chair shall appoint a representative to any non-library committee or organization as necessary.

ARTICLE VII: CODE OF CONDUCT/CONFLICT OF INTEREST

SECTION 1. No Library Trustee shall receive compensation or any form of monetary benefit for his or her time and effort in accordance with RSA 202A:14.

SECTION 2. Trustees shall not attempt to exercise authority individually on behalf of the Library, except as explicitly set forth in these by-laws.

SECTION 3. Any potential conflict of interest on the part of any Trustee, or the member of any Committee, shall be disclosed in writing to the Board of Trustees and made a matter of record. Should a Library transaction involve a Trustee or Committee Member, or benefit a Trustee or Committee Member, and exceed five hundred dollars (\$500) but not more than five thousand dollars (\$5,000) within a fiscal year, a two-thirds vote of the disinterested Trustees is required. Should the transaction exceed five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested Trustees and publication of a notice of the transaction in the local newspaper of record is required before the transaction can be authorized.

SECTION 4. The minutes of a Board of Trustees meeting in which a disclosure of potential conflict is made, shall reflect the disclosure, the Trustees abstaining from voting, and the actual vote itself.

SECTION 5. Trustees and Committee Members shall comply with all requirements of New Hampshire law in this regard.


ARTICLE VIII: AMENDMENTS AND REVIEW

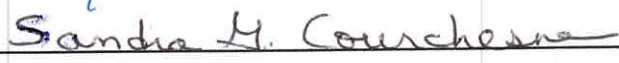
SECTION 1. These bylaws may be amended by the majority vote of all present members of the Board provided that a written notice of proposed amendment, alterations or repeals have been provided to all members at least four (4) days prior to the meeting at which such action is proposed to be taken.

SECTION 2. These bylaws shall be reviewed annually at a meeting of the Board of Trustees.

SECTION 3. A copy of the bylaws and the policies shall be given to each trustee, the Library Director, Friends of the Library president, the Board of Selectmen, and a copy shall be placed on file at the Library.

Approved October 13, 2005
Amended March 18, 2008
Amended November 26, 2012
Amended September 27, 2021

Robert Minicucci
Chair 

Sandra Courchesne
Secretary 

Sarah Courchesne
Treasurer 

Laura Branting
Trustee 

Nancy Parker
Trustee 