

CARPENTER LIBRARY

PITTSFIELD, NH

BOARD OF TRUSTEES BYLAWS

ARTICLE I: NAME

This organization shall be called the Board of Trustees of the Carpenter Library, Pittsfield, NH, 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 Boarder Trustees shall be composed of Three (3) members, elected according to RSA 202-A 6

Section 2. Vacancies on the board will be filled in accordance with RSA 202-A 10

ARTICLE III OFFICERS & THEIR DUTIES

Section 1. The officers shall be Chairperson, Treasurer and Secretary. The officers of the Board shall be elected at the first Board meeting held after town meeting and serve until next town meeting

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

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calis for special meetings of the Board, appoint all committees except those made by motion and passed by a majority, and perform all duties associated with the office The Chairperson shall prepare and send each Trustee a copy of the regular meeting agenda and other relevant material, at least five days before the meeting. The Chairperson may move, second and vote upon any proposal before the Board. The Chairperson shall be authorized signature on all trustee accounts.

Section 4. 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 theboard, the Treasurer shall Sign alt 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 Trust Funds, and shall perform such other duties as are generally required of The office.

Section 5. The Secretary shall act in the place of the Chairperson when s/he is absent, keep a true and accurate record or all meetings of the board, see that all minutes are on permanent file at the library and the town hall and sent to all members of the Board within

144 hours of any meeting and perform such other duties as are generally associated with the office.

ARTICLE IV: MEETINGS

Section 1 Regular meetings shall be held each month at a time and place to be determined by the Board

Section 2. Special meetings may be held at any time at the call of the Chairperson or any two committee members

Section 3. The time and place of all Trustee meetings shall be posted at the library and town hall twenty-four hours (excluding Sundays and holidays) in advance of the meeting. The meeting shall be open to the public and shall be conducted and recorded in accordance with RSA 91A commonly called the "Right to Know Act".

Section 4. Trustees are expected to attend all Board meetings. Three unexcused absences during the year shall constitute 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 two (2) members of the Board. An affirmative vote of two (2) members present at the time will approve any action before the Board

ARTICLE V: LIBRARY DIRECTOR

Section 1. The Board shall appoint a qualified Director who shall be the executive administrator of the library.

Section 2. The Director shall recommend to the Board the appointment and specific duties of other employees The Director shall have the authority to appoint interim employees without prior Board approval, provided that such appointment is reported to the Board at their next regular 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 Chairperson shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time Each committee shall be discharged upon the 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 VII: AMENDMENTS

These Bylaws may be amended, altered or repealed by the majority of all members of the Board provided that written notice of the proposed amendment, alterations or repeals shall have been provided to all members at least ten days prior to the meeting at which such action is to take place

Adopted 12 December 2001