

**Trustees of
The Mary E. Bartlett Memorial Library
Brentwood, New Hampshire**

BYLAWS

**Established pursuant to the requirements of
RSA 202-A:11 I.**

Article I: Title and Composition

Title:

The governing body of this library shall be known as “Trustees of the Mary E. Bartlett Memorial Library,” hereinafter referred to as “library trustees,” or “trustees.”

Composition:

There shall be five library trustees, elected at duly warned town meetings and serving staggered 3-year terms, or until their successors are elected and qualified [RSA202-A:6]. Vacancies shall be filled by appointment made by the board of selectmen [RSA 669:75] to which board the library trustees shall submit their recommendation(s). Appointed trustee(s) shall serve until the next town meeting, or until their successors are elected and qualified.

No trustee shall serve for more than three consecutive terms, provided, however, that after an absence of no less than one year, said trustee may return.

Article II: Scope of Authority

As provided in RSA 202-A:6, “The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town.”

Article III: Officers and Responsibilities

Officers

The officers shall be chosen from the library trustees at the first meeting following the annual town meeting. Any trustee may nominate any other trustee for a given office. Election requires the affirmative vote of three trustees. The officers to be so elected are Chair, Deputy Chair, Secretary and Treasurer. A Deputy Chair may also be Treasurer, but no other offices may be shared.

Responsibilities

Chair: Shall preside over and conduct meetings of the trustees; shall function as the senior governing official, in effect the chief executive officer; shall be the official with primary public interface and publicity responsibilities; and shall supervise the preparation of and present to appropriate town entities all library business matters, including the annual budget. Chair will assure that other trustees are properly informed of agenda items prior to each meeting. Chair may be an authorized signer, or co-signer on financial accounts of the library.

Deputy Shall act in the place and stead of the Chair and execute the responsibilities of the Chair when and whenever required.

Treasurer Shall fulfill the role of chief financial officer, having primary responsibility for and signing authority over all funds approved and appropriated for the library’s use by the town, as well as all trust and special funds which the library is authorized to maintain. With the consent of the library trustees, to be refreshed annually, payment of normal, routine operating expenses, including the purchase of various media, may be delegated by the Treasurer to the Librarian, who will maintain appropriate records to support

the disbursement of all funds. Treasurer will prepare reports, as periodically may be required by the library trustees.

Secretary Shall, in conformity with the dictates of RSA 91-A:1-a II: (1) assure that appropriate notices of all meetings of the library trustees are timely posted, and (2) prepare and maintain the minutes of all meetings of the library trustees.

In addition, the secretary shall be the liaison officer with the legal community and shall advise and inform the library trustees concerning retaining counsel in connection with various contingency matters, including possible enforcement action(s) under the so-called "Patriot Act."

Article IV: Meetings

Meetings will be held on a monthly basis, with no fewer than ten meetings per calendar year. Special meetings may be held at the instigation of the Chair, or any two other trustees.

Notice of meetings will be appropriately posted, and the public will be invited to attend. Non-public meetings may be held only in conformity with RSA 91-A:3.

The Chair will preside over meetings and to the extent possible will manage the proceedings on an informal basis. In the event of disagreement over protocol, Robert's Rules of Order will prevail.

Trustees are expected to attend all meetings. Absence for three or more consecutive meetings, will, unless excused, be construed as a *de facto* resignation. Absences will normally be excused, in the discretion of the Chair, by prior notice being given to either the Chair or the Librarian.

A quorum will consist of three trustees, and a majority vote will constitute approval of any action or motion before such quorum. Exception: three affirmative votes are required to (1) elect officers, (2) appoint the Librarian, and (3) amend these bylaws. In the absence of one trustee, a tie vote precipitates automatic postponement of the action until the next meeting.

Article V: Librarian: Appointment and Responsibilities

Appointment

The Librarian, also called the library director, shall be appointed by the trustees.

Responsibilities

- The Librarian shall be the chief operating officer of the library, its executive director.
- The Librarian shall recommend the appointment of all other employees and specify their duties and hours, as well as proposing their compensation grade and step. Performance reviews of all personnel shall be conducted at least annually, with objectives and results appropriately recorded, signed by both the Librarian and the employee and placed in a confidential personnel file.
- Included in these responsibilities are: (1) supervision and direction of all employees, (2) overseeing the care and maintenance of the library collections and equipment, (3) selection and purchase of media in keeping with guidelines established from time to time by the trustees, and (4) managing the interface with the public to maximize the library's usefulness and maintain a welcoming and positive image.

- The Librarian is expected to attend meetings of the trustees and be prepared to report on recent and forthcoming activities, surface any problems, and give updated financial information relative to spending versus the budget, as may be required by the trustees.

Committees

Committees for specific purposes may be established from time to time by a carried motion made at any trustees' meeting, or by directive issued by the Chair. Appointment to such committee(s) may be made by the Chair, or by carried motion at any trustees' meeting.

A written statement of the objectives of each such committee shall be prepared and agreed to by its members and by a duly carried motion at any trustees' meeting.

Committees shall be in an advisory capacity only and may execute actions only upon specific written delegation of authority by the trustees.

Reports of committees shall be made at regular monthly meetings of the trustees and at such other times as the trustees may reasonably require. After the purpose for which any committee is constituted is fulfilled, such committee will be dissolved, following submission of its final report to the trustees.

Amendments and Review of Bylaws

These bylaws may be amended by the affirmative vote of at least three trustees made at a properly warned meeting, provided, however, that notice of any proposed amendments, additions or deletions shall have been given to each trustee not less than five business days prior to the meeting date upon which a vote is to be taken.

An annual review of these bylaws will be made, and appropriate filing will be made in accordance with the rules of the New Hampshire State Library.

Copies of these bylaws shall be available to each trustee and the Librarian. Two copies shall be placed on file in the library and be available for public inspection.

Certification

The undersigned library trustees and Librarian hereby certify that these bylaws have been examined by them and that the same were adopted and reaffirmed at the library trustees' meeting of June 27, 2005, as duly recorded in the minutes of that meeting.

Name	Signature
Tracy Waldron, Chairperson	
Lynn Austin	
James Clark	
Merril Dwyer	
Robert Gilbert	
Marilyn Morehead, Librarian	