

**BYLAWS OF THE
EXETER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Exeter, New Hampshire

Established Pursuant to New Hampshire RSA 202-A

Adopted: May 26, 2026

Last Amended: October, 2018

PREAMBLE

The Exeter Public Library Board of Trustees, established pursuant to the laws of the State of New Hampshire and governed under RSA 202-A, is the legally designated body responsible for the overall welfare of the Library and the community it serves. These Bylaws provide the framework for the Board's organization, operations, and responsibilities, ensuring that the Library remains a vital, accessible, and equitable public institution for all residents of Exeter. The Board's duties include establishing Library policies, exercising fiduciary oversight, and hiring and supervising the Library's Executive Director. The Board meets on the fourth Tuesday of the month from January through June and September through November Robert's Rules of Order shall govern the parliamentary procedure of the Board. For all Board of Trustees' meetings, a total of 15 minutes of time will be set aside for Public Comment at the end of each meeting and a 5 minutes limit placed per individual speaking. If the issue merits more time for consideration by the Board, all information must be presented to the Chair in writing 5 business days prior to the meeting.

EXETER PUBLIC LIBRARY VISION & MISSION STATEMENTS

Vision

The Exeter Public Library's **vision** is to be the informational hub for the Exeter area, a vital institution that attracts and stimulates a vibrant community.

Mission Statement

Exeter Public Library's **mission** is to promote a literate, enlightened citizenship by providing equal access to a range of media, services and programs to meet the informational and recreational needs of the community; and to encourage the discovery and evaluation of ideas and information, especially recognizing the Library's responsibility as a place for children to discover the joy of reading.

OBJECTIVES OF THE LIBRARY

1. To serve the town of Exeter as a center of reliable information by identifying community needs, providing services for those needs and informing the public of services available; further, to promote knowledge, culture, enjoyment and self-education for all residents by acquiring, preserving, and loaning books and other educational and recreational materials.

2. “To support the American Library Association’s Library Bill of Rights (adopted June 19, 1939; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; and January 29, 2019; inclusion of ‘age’ reaffirmed January 23, 1996) and the ALA Freedom to Read Statement (adopted June 25, 1953; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004; and June 30, 2021).”
 3. To secure the best possible Library service to the citizens of Exeter through cooperative efforts with the district school libraries and other libraries in the Statewide Library Development System and to strive to meet current standards set by the American Library Association and the New Hampshire Statewide Library Development System.
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ARTICLE I

Name and Authority

Section 1. Name. This body shall be known as the Exeter Public Library Board of Trustees (hereinafter referred to as "the Board").

Section 2. Legal Authority. The Board is established and governed pursuant to New Hampshire RSA 202-A (Public Libraries), the governing authority of the Town of Exeter, New Hampshire, and these Bylaws. The Board is a public body subject to the provisions of New Hampshire RSA 91-A (the Right-to-Know Law), and all actions of the Board shall be consistent with that statute and all other applicable provisions of New Hampshire law. These Bylaws shall be interpreted in harmony with RSA 202-A and shall not supersede any requirement of state law.

Section 3. Exeter Public Library Board of Trustees Mission Statement. The mission of the Exeter Public Library Board of Trustees is to ensure excellent, equitable, and freely accessible Library services for all residents of Exeter, New Hampshire, in accordance with the principles of the American Library Association. The Board shall strive to preserve and strengthen the Library as a cornerstone of the community, promoting the free flow of information, lifelong learning, literacy, and civic engagement.

ARTICLE II

Membership of the Board

Section 1. Composition. The governing body of the Library is the Board of Trustees consisting of nine (9) legal residents of the Town of Exeter elected by ballot at the annual Town Meeting, three (3)

Trustees each year. Per RSA 202-A:6, trustees shall be elected or appointed as provided by law. The Board shall maintain the full complement of trustees as established by law, and any reduction in the number of seated trustees shall be remedied as promptly as possible pursuant to the applicable filling procedures.

Section 2. Terms of Office. Trustees shall serve three-year terms, staggered with three (3) elected each year to provide continuity of governance and institutional knowledge. Terms shall begin on the first day of the fiscal year following the trustee's election or appointment.

Section 3. Qualifications. Trustees must be bona fide residents of the Town of Exeter, New Hampshire, throughout their term of service. No employee of the Exeter Public Library may simultaneously serve as a trustee, in accordance with RSA 202-A:11, V. Any trustee who ceases to be a resident of the Town of Exeter or who accepts employment with the Library shall be deemed to have vacated their seat immediately, and the resulting vacancy shall be filled pursuant to Section 4 of this Article.

Section 4. Vacancies. The Board shall vote to recommend a replacement to the Select Board for confirmation when a Board of Trustee vacancy occurs. An individual appointed or elected to fill a vacancy shall serve the remainder of the unexpired term, in accordance with RSA 202-A:6 and RSA 669:75. The term expires at the next Town of Exeter election in March, where the seat shall be placed on the ballot and filled by the electorate at that time.

To support continuity of governance, the Board may maintain a list of potential candidates who are supportive of the Library and willing to serve as trustees. This list may be compiled and updated annually following town elections and may include:

- a. Former trustees who have expressed interest in returning to the Board, by letter of intent.
- b. Candidates for previous Board seats who were not elected but have expressed interest in being considered for a future vacancy, by letter of intent.
- c. Patrons who have demonstrated interest in the Library through volunteering or engagement and who have submitted a letter of intent.

Section 5. Vacated Term Elections. When a vacancy occurs on the Board of Trustees, the Select Board shall appoint a qualified individual to serve the remainder of the unexpired term in accordance with RSA 202-A:6 and RSA 669:17. If the unexpired term extends beyond the next regular Town election in March, the remaining portion of the term (one (1) or two (2) years) shall be placed on the ballot at that election, and the candidate elected shall serve the balance of the original term. This ballot item shall appear in addition to the three (3) Library Trustee positions regularly elected each year for three (3) year terms.

Section 6. Resignation. A trustee may resign from the Board at any time by submitting written notice of resignation to the Chair and to the Town Clerk of Exeter, New Hampshire. A resignation is

effective upon receipt unless a later effective date is specified. The Board shall acknowledge the resignation at its next regular meeting and shall initiate vacancy-filling procedures at that time.

Section 7. Removal. A trustee may be removed from the Board in accordance with applicable New Hampshire state law and Town of Exeter procedures. Nothing in these Bylaws shall be construed to expand or restrict the removal authority established by applicable law. The Board shall document any removal proceedings in its minutes in sufficient detail to satisfy the requirements of RSA 91-A.

Section 8. Compensation. Trustees shall serve without compensation. At the discretion of the Board, Trustees may be reimbursed for costs incurred on Library business. Reasonable and properly documented expenses incurred in the performance of official Board duties — including, but not limited to, travel to conferences, training events, and official meetings — may be reimbursed from Library funds upon approval of the Board, consistent with the adopted budget and applicable Library policies. Requests for reimbursement shall be submitted with supporting documentation to the Treasurer within sixty (60) days of the expense being incurred.

Section 9 Governing Law. The Board shall operate in accordance with the New Hampshire Library Laws (RSA 202-A) and all other applicable state and municipal statutes.

Section 10. Board Responsibilities. It is the responsibility of the Board of Trustees to review and approve policies of the Library and to secure adequate funds and proper facilities to carry on a Library program that fulfills the needs of the town of Exeter.

Section 11. Library Director. The Board shall employ a competent and qualified Library Director who shall act as a liaison between patrons and the Board. The Director shall be required to attend all regular Board meetings except when their salary and/or evaluations are being discussed.

Section 12. Quorum. A majority of five (5) members of the Board of Trustees shall constitute a quorum.

Section 13. Meetings. Meetings shall be held on the fourth Tuesday of every month, January through June and September through November. Notice of these meetings will be posted as required by RSA 91-A:2, the New Hampshire Right-to-Know Law. All regular Board meetings are open to the public.

Section 14. First Board Meeting. The Board of Trustees shall meet within three (3) weeks of the annual Town Meeting (referred elsewhere as the regular meeting in March) to elect the required officers for the coming year. The officers shall be Chair, Vice-Chair, Secretary and Treasurer.

Section 15. Retiring Board Members. Upon completion of service of a member of the Board of Trustees:

- a. Retiring Board members will be given the option of having their names placed in a reserve file to fill vacancies created by sitting Trustees who resign before the end of their term. Retiring Trustees may be placed in the file by submitting a letter of intent indicating their willingness to return to the Board in the event of a mid-term resignation.
- b. A book shall be purchased by the Board in the name of the retiring Trustee with money from the Trust Funds. It will be added to the book collection of the Exeter Public Library and will be identified by a special plate.

Section 16. Commitment of a Trustee. Election to the Board of Trustees should constitute a serious commitment to active participation and involvement to all regularly scheduled Board meetings. If a Trustee is unable to attend meetings regularly and complete work designated to them, that Trustee shall resign so that an active member can be appointed. All Trustees should make every effort to notify the Chair of the Board and/or the Library Director if they are unable to attend a meeting.

ARTICLE III

Officers

Section 1. Officers. The officers of the Board shall be the Chair, Vice Chair, Secretary, and Treasurer. All officers must be currently serving trustees in good standing, and no individual may hold more than one officer position at the same time. The Chair must have served on the Board for at least one year prior to election. Officers ensure clear leadership, lawful governance, and the smooth and accountable operation of the Board's work, supporting statutory duties in areas such as policy development, budgeting, oversight, and public accountability.

Section 2. Election of Officers. Officers shall be elected bi-annually by the Board at the annual organizational meeting, held at the first regular meeting following Town Election Day. Officers take office immediately upon election and serve until their successors are elected and assume office. First-time Library Board members may not serve as Chair.

Section 3. Terms of Officers. Officers shall serve two-year terms and may be re-elected, provided they remain trustees in good standing. At the last Board meeting prior to Town Elections, if the current Chair's term as Trustee is ending, a Chair pro tempore shall be elected to preside over the regular March Trustee meeting election.

Section 4. Vacancies in Office. If any officer position becomes vacant due to resignation, removal, or loss of trustee status, the Board shall elect a replacement from among the sitting trustees at the

next regular meeting or at a special meeting called for that purpose. The replacement shall serve the remainder of the unexpired term.

Section 5. Duties of the Chair. The Chair provides leadership and ensures the effective functioning of the Board. The Chair presides at all meetings and ensures they are conducted in accordance with the Bylaws, Board Policy, Robert's Rules of Order, and applicable New Hampshire law. The Chair signs official documents and correspondence as authorized, serves as the primary liaison between the Board and the Library Director, appoints committee members and committee chairs unless otherwise specified, and represents the Board before Town government and at public functions. The Chair serves as an ex-officio member of all standing committees, must remain accessible to all Board members and to the Library Director, and may cast a tie-breaking vote when necessary. The Chair ensures compliance with RSA 91-A, RSA 202-A, and all adopted policies, calls special meetings when required, and performs other customary duties of a presiding officer or as directed by the Board.

Section 6. Duties of the Vice Chair. The Vice Chair supports the Chair and ensures continuity of leadership by presiding in the absence of the Chair. This includes the Chair's absence, incapacity, or recusal. The Vice Chair serves as chair of a standing committee as designated by the Chair, assists the Chair in performing leadership duties, and performs other duties as assigned by the Chair or the Board.

Section 7. Duties of the Secretary. The Secretary ensures accurate and transparent documentation of Board actions. The Secretary contacts committee chairs for agenda items, prepares or issues correspondence as directed by the Board, and records the minutes of meetings if the scribe is absent. A scribe appointed by the Library Director records the minutes of each meeting and makes them available within five (5) days, as required by state law. The Secretary works with Library staff to ensure that accurate minutes of all Board meetings are kept and distributed for review and approval, maintains the official records and archives of the Board including Bylaws, policies, resolutions, and correspondence, provides notice of all meetings in compliance with RSA 91-A and these Bylaws, certifies official Board documents as required, and performs other duties as assigned by the Chair or the Board.

Section 8. Duties of the Treasurer. The Treasurer provides financial oversight and ensures accountability in the stewardship of public funds. The Treasurer oversees the financial affairs of the Board and the Library in coordination with the Library Director and, when applicable, the Library Bookkeeper, to ensure that accurate and complete financial records are maintained and available for inspection as required by law, and presents with the assistance of the Director and Bookkeeper a financial report at each regular meeting. At the first meeting of the year following the March election, the Treasurer shall assist the Library Director in updating the authorized signatories for all Library financial accounts. The Treasurer with the assistance of the Director, shall present the Budget Committee report to the Board and shall serve as Chair of the Budget Committee. The

Treasurer assists in preparing and submitting the annual operating budget to the Town of Exeter Manager, Town of Exeter Finance Director, Town of Exeter Budget Review Committee and its Library Subcommittee, and finally to the Select Board for approval so that it may be included in the Town of Exeter's General Budget. The Treasurer also works with the Library Director on any Capital Improvement Plan budget submissions. The Treasurer ensures that all expenditures are properly authorized and that all Library funds are deposited and disbursed in accordance with RSA 202-A:11, III. The Treasurer arranges for an annual financial review or audit as required and performs other duties as assigned by the Chair or the Board.

Section 9. Officer Committee Assignments. The Treasurer shall serve as Chair of the Budget Committee. The Chair of the Board shall serve as a member of both the Budget Committee and the Policy Committee.

Section 10. Slate of Officers. Positions of the Board will be presented by the Chair of the Board of Trustees or the Chair's designee at the March Library Board of Trustee Meeting. The Secretary or the Secretary designee is in charge of gathering those interested in an Officers Position at the February Board of Trustees Meeting.

ARTICLE IV

Meetings

Section 1. Regular Meetings. The Board shall hold no fewer than nine (9) regular meetings per year. The schedule of regular meetings shall be adopted at the annual organizational meeting and shall be posted in compliance with New Hampshire RSA 91-A. Regular meetings shall be held at a consistent time and publicly accessible location, and the schedule shall be made available to the public at the Exeter Public Library and on the Town of Exeter website.

Section 2. Annual Organizational Meeting. The Board shall hold an annual organizational meeting at its first regular meeting following Town Election Day each year, typically in March. The purposes of the annual organizational meeting shall include: election of officers for the ensuing year; adoption of a schedule of regular meetings; appointment of committee members and chairs as appropriate; and such other organizational business as the Board deems necessary. The existing officers shall continue to serve until their successors are duly elected at the organizational meeting.

Section 3. Special Meetings. Special meetings of the Board may be called by the Chair, or by the written request of a majority of currently serving trustees, delivered to the Secretary. Notice of any special meeting shall be provided to all trustees and to the public at least twenty-four (24) hours in advance, in accordance with RSA 91-A:2. Notice shall specify the purpose of the special meeting, and

business at a special meeting shall be limited to the matters specified in the notice, except by unanimous consent of all trustees then in office.

Section 4. Notice. Notice of all regular and special meetings shall be posted at least twenty-four (24) hours in advance at: (a) the Exeter Town Hall; (b) the Exeter Public Library; and (c) the Town of Exeter's official website, in compliance with RSA 91-A:2. Notice shall include the date, time, location, and, for special meetings, the agenda or purpose of the meeting. The Secretary shall be responsible for ensuring that all required notices are timely posted.

Section 5. Quorum. A majority of the current voting membership of the Board shall constitute a quorum for the transaction of business. Based on the typical nine-member Board, a quorum shall be five (5) trustees. No official action may be taken, and no binding vote may be cast, in the absence of a quorum. If a quorum is not present at the time a meeting is called to order, the Chair may adjourn the meeting to a subsequent date or may recess the meeting pending the arrival of additional trustees.

Section 6. Voting. All matters before the Board shall be decided by a majority vote of the trustees present and voting, provided a quorum exists, unless a higher vote threshold is expressly required by these Bylaws or applicable law. Each trustee shall have one (1) vote. Proxy voting is strictly prohibited. Abstentions shall be noted in the minutes but shall not be counted as either affirmative or negative votes. Trustees who have disclosed a conflict of interest pursuant to Article VIII, Section 4, shall not vote on matters as to which they have disclosed a conflict.

Section 7. Public Access and Open Meetings. All meetings of the Board are open to the public in accordance with New Hampshire RSA 91-A. Members of the public shall have a reasonable opportunity to address the Board during public comment periods as established in the meeting agenda. The Board may establish reasonable time limits for public comment. The Board may enter into nonpublic session only for purposes expressly permitted under RSA 91-A:3, and only by vote as provided in Section 8 of this Article.

Section 8. Nonpublic Sessions. The Board may enter into nonpublic session only for matters permitted under RSA 91-A:3. Entry into nonpublic session shall require a recorded roll call vote of a majority of the members present, and the motion entering into nonpublic session shall identify the specific statutory basis under RSA 91-A:3 for the closure. Minutes of nonpublic sessions shall be kept and maintained as required by law. Any portion of nonpublic session minutes that does not require continued confidentiality shall be publicly disclosed at the next regular meeting or as otherwise required by RSA 91-A. At the conclusion of each nonpublic session, the Board shall return to open session and shall take any required votes in open session.

Section 9. Remote Participation. Trustees may participate in Board meetings by telephone, video conference, or other electronic means where such participation is permitted under applicable New Hampshire law and where the meeting remains open and accessible to members of the public. The Board shall adopt procedures for remote participation consistent with the requirements of RSA 91-

A and any applicable guidance issued by the New Hampshire Attorney General's Office or other authority. Remote participation shall count toward quorum and shall entitle the participating trustee to vote on all matters before the Board.

Section 10. Rules of Order. Meetings of the Board shall be conducted in accordance with the most current edition of Robert's Rules of Order, Newly Revised, to the extent that such rules are applicable and not inconsistent with these Bylaws, applicable New Hampshire law, or other special rules of order the Board may adopt by majority vote. The Chair may make reasonable rulings on procedural matters, subject to appeal by any trustee to the full Board.

Section 11. Minutes. Minutes of all Board meetings — regular, special, and nonpublic — shall be kept by or under the direction of the Secretary. Minutes shall, at a minimum, include: the date, time, and location of the meeting; the names of trustees present and absent; the names of any others in attendance; all motions made and seconded, including the names of the maker and seconder; the vote taken on each motion and the result; any dissenting or abstaining votes recorded upon the request of a trustee; and any other actions taken by the Board. Draft minutes shall be distributed to all trustees prior to the subsequent meeting for review and approval. Approved minutes shall be made available to the public upon request and shall be posted in a timely manner in accordance with RSA 91-A.

Section 12. Order of Business. Order of business shall be: Call to Order, Correspondence, Approval of Minutes, Committee Reports including Director's Report, Operating Statement, Budget Committee, Fundraising Committee, Building & Grounds Committee, Technology Committee, Personnel Committee, Policy Committee, Social Committee, Friends Report, Long Range Plan Liaison, New Trustee Orientation Committee, Continuing Business, New Business, Non-Public Session, (as needed), and Adjournment, with time and place of next meeting set.

ARTICLE V

Committees

Section 1. Standing Committees. The Board may establish standing committees as the Board deems necessary for the efficient conduct of its responsibilities. Standing committees support effective governance, oversight, and long-range planning of the Library and operate in conjunction with the Library Director while reporting directly to the full Board. Committees review issues relevant to that particular committee and makes recommendations to the full Board for action. Each Board Committee should communicate at least once in between each regularly scheduled Board meeting or as needed. All committee meetings are public meetings and must comply with the New Hampshire Right-to-Know Law, RSA 91-A, including requirements for public notice, open access to the public, and the timely creation and posting of minutes. Committees shall meet only when

properly noticed, with notice posted at least twenty-four hours in advance, excluding Sundays and legal holidays, and shall maintain minutes available for public inspection within five business days. Standing committees shall be established and may be dissolved by a majority vote of the full Board, and each standing committee shall have a written charge defining its responsibilities.

Section 2. Ad Hoc Committees. The Chair may appoint ad hoc committees as needed to address specific tasks, projects, or matters that do not fall within the scope of a standing committee or that require focused attention. Each ad hoc committee shall be given a defined written charge and a target completion date. An ad hoc committee shall dissolve automatically upon completion of its charge, upon the date set for its dissolution, or by action of the Board, whichever occurs first.

Section 3. Committee Composition. Members of all committees shall be appointed by the Chair from among the currently serving trustees unless otherwise provided by these Bylaws or by vote of the Board. The Chair shall be an ex officio, non-voting member of all standing and ad hoc committees unless otherwise determined by Board vote. The Library Director may serve as a resource to any committee in a non-voting advisory capacity. Committees may, with the approval of the Board, invite members of the public, Library staff, or subject-matter experts to serve as non-voting advisors. The Treasurer shall automatically serve as a member of the Budget Committee, and the Chair of the Board shall automatically serve as a member of both the Budget Committee and the Policy Committee. Trustees may serve on multiple committees, and committee chairs shall be appointed annually by the Board Chair unless otherwise specified.

Section 4. Standing Committee Descriptions

a. **Building & Grounds Committee**

- o **Charge:** In conjunction with the Library Director, is responsible for development of and overseeing activities related to the upkeep and maintenance of the Library building and the surrounding grounds.
- o **Meeting Schedule:** Meets monthly on the second Thursday at 10:00 a.m. and coordinates with the Town's Facilities Advisory Committee liaison.

b. **Technology Committee**

- o **Charge:** In conjunction with the Library Director, is responsible for development of and overseeing activities related to the upkeep and maintenance of the Library's technology
- o **Meeting Schedule:** Meets monthly or as needed and coordinates with the Town's Facilities Advisory Committee liaison.

c. **Budget Committee**

- o **Charge:** In conjunction with the Library Director, is responsible for development of and overseeing of the budget and raising money for the Library. Meets Annually with the Town's Budget Review (BRC) Committee, BRC Library Subcommittee, and

communicates budget with the Town Manager of the Town of Exeter and the Town of Exeter Finance Director.

- **Automatic Members:** Treasurer; Board Chair.
- d. **Fundraising Committee**
 - **Charge:** In conjunction with the Library Director, responsible for fundraising activities, including the annual fundraiser and grant applications.
- e. **Personnel Committee**
 - **Charge:** Conducts the annual performance review of the Library Director each January and forms hiring or dismissal committees as required.
- f. **Policy Committee**
 - **Charge:** In conjunction with the Library Director, reviews and updates all Library policies and recommends revisions to the full Board.
 - **Automatic Member:** Board Chair.
- g. **Social Committee**
 - **Charge:** In conjunction with the Library Director, plans and oversees Library social functions and hospitality needs.
- h. **Long-Range Planning Liaison & Long-Range Planning Committee**
- i. **Charge:** In conjunction with the Library Director, the Long-Range Planning Committee Liaison is responsible for strategic planning regarding the Library's future needs. The Liaison works with the Long-Range Planning Committee to develop the Library's Long Range Plan every five calendar years. In addition, the Liaison works with the Director to monitor progress toward strategic goals, and present findings and recommendations to the Board of Trustees. An ad hoc Long-Range Planning Committee—comprised of at least thirteen community members— will convene every five years to support this work. All meetings of the Long- Range Planning Committee shall comply with RSA 91-A, including public notice, open session requirements, and the preparation and approval of minutes.
- j. **Friends of the Library Liaison**
 - **Charge:** Represents the Trustees at monthly Friends of the Library meetings and reports back to the Board.
 - **Meeting Schedule:** Third Tuesday of each month at 6:30 p.m.
- k. **New Trustee Orientation Committee**
 - **Charge:** Assists the Library Director in the orientation, education, and support of new Trustees and updates the Trustee Notebook annually.
 - **Automatic Member:** Secretary
 - **Nominations for New Trustees:** Prior to the Town election in March, the New Trustee Orientation Committee solicits the names of Library Trustees who wish to be considered for Officer positions on the Board for the upcoming term. The Committee also receives and maintains letters of intent from individuals interested in being appointed to fill a future vacancy on the Board of Trustees. A current list of potential appointees shall be maintained in the Trustee files. In the event of a vacancy, the Board of Trustees shall review the list, vote on a recommended

candidate, and forward that recommendation to the Exeter Select Board for appointment in accordance with RSA 202-A:6.

Section 5. Committee Responsibilities. Each committee reviews issues relevant to its assigned area and makes recommendations to the full Board for action. Committees communicate as needed between regularly scheduled Board meetings to ensure timely progress on their work. Staff participation in committee meetings is encouraged when appropriate to provide expertise and operational insight. The Chair of each committee schedules meetings in conjunction with committee members and in compliance with RSA 91-A notice requirements.

Section 6. Committee Authority. All committees of the Board serve in an advisory capacity only. No committee shall have authority to act on behalf of the Board, incur expenditures, enter into contracts, adopt or amend policy, or make any binding decision unless the Board has explicitly delegated such authority by a recorded vote. All committee recommendations shall be presented to the full Board for consideration and action.

Section 7. Committee Reports. Each standing and ad hoc committee shall provide a report to the full Board at each regular meeting at which the committee has met or has recommendations to present. Written committee reports shall be submitted to the Secretary in advance for inclusion in the Board meeting materials. Committee meetings shall be noticed and open to the public in accordance with RSA 91-A to the extent required by law.

Section 8. Friends of the Library. The Board recognizes and encourages a cooperative and mutually supportive relationship with the Friends of the Exeter Public Library as an independent volunteer and fundraising organization. The Friends operate independently and are not a committee or agent of the Board. The Board may designate a trustee liaison to serve as a non-voting representative to the Friends of the Exeter Public Library for the purpose of maintaining communication and fostering collaboration. The liaison attends monthly Friends meetings and reports back to the Board. Library Trustees shall not serve as Officers of the Friends of the Library due to the inherent conflict of interest between the governing authority of the Library and the fundraising role of the Friends organization. The Friend of the Exeter Public Library is a 501(c)(3) charitable organization registered at the NH Attorney General Charitable Trust Unit and is not part of the Exeter Public Library, which is a municipal entity. Trustees who are also members of the Friends of the Library shall recuse themselves from all Friends financial decisions, in accordance with RSA 7:19-a and standard conflict-of-interest practices for charitable organizations.

ARTICLE VI

Library Director

Section 1. Appointment. The Board shall appoint a Library Director pursuant to RSA 202-A:11, V. The Library Director shall not be a trustee and shall not vote at Board meetings. The appointment of the Library Director shall be made by a majority vote of the full Board following a competitive search and selection process consistent with applicable law and sound professional practice.

Section 2. Authority and Responsibility. The Library Director is the chief executive and administrative officer of the Exeter Public Library and is responsible, under the policy direction of the Board, for the day-to-day operations of the Library, including: personnel management and supervision of all Library staff; development and maintenance of the Library's collections; planning and delivery of Library programs and services; financial administration within the Board-adopted budget; physical plant and facilities oversight; community outreach and public relations; and compliance with all applicable laws, regulations, and Board-adopted policies.

Section 3. Relationship with the Board. The Board governs the Library through the adoption of policy, strategic direction, and fiscal oversight; the Library Director manages the Library's operations within the framework established by the Board. This distinction between governance and management shall be maintained and respected by both the Board and the Library Director. The Board, as a whole, shall communicate with Library staff through or with the knowledge of the Library Director, except as may be necessary in personnel matters directly involving the Library Director.

Section 4. Attendance at Meetings. The Library Director shall attend all regular and special meetings of the Board, unless excused by the Chair, in a non-voting advisory capacity. The Library Director shall present reports on Library operations, programs, and finances at each regular Board meeting, and shall provide such additional reports, information, and recommendations as the Board may request. The Library Director may be excluded from nonpublic sessions as the Board deems appropriate, consistent with applicable law.

Section 5. Personnel. In consultation with the Library Director, the Board shall establish compensation schedules, position classifications, and terms of employment for all Library employees, consistent with RSA 202-A:11, V, and applicable Town of Exeter employment policies. The Library Director shall directly supervise all other Library staff and shall have authority to hire, evaluate, and, subject to applicable law and Board policy, discipline or terminate Library employees, provided that significant personnel actions are reported to the Board in a timely manner.

Section 6. Evaluation. The Board shall conduct a formal annual written evaluation of the Library Director's job performance. The evaluation shall use mutually agreed-upon criteria, goals, and performance standards established in advance and in collaboration with the Library Director. The evaluation process shall include an opportunity for the Library Director to provide a self-assessment. The results of the evaluation shall be discussed with the Library Director in a manner consistent with RSA 91-A. The annual evaluation shall inform decisions regarding the Library Director's continued employment and compensation.

Section 7. Expenditure Authority. The Library Director is authorized to make expenditures within the Board-adopted budget without prior Board approval. Unexpected expenditures up to four thousand nine hundred ninety-nine dollars and ninety-nine cents (\$4,999.99) may be authorized by the Library Director during emergency circumstances without Board approval. Any emergency expenditures made by the Director must be noted in the minutes of the next scheduled Library Board Meeting including an explanation by the Director outlining why the situation constituted an emergency and all attempts the Director made to contact the Chair, Vice Chair and Treasurer. Any expenditure exceeding the four thousand nine hundred ninety-nine dollars and ninety-nine cents (\$4,999.99) limit, or any expenditure not within the scope of the adopted budget or not defined as an emergency situation, shall require prior approval of the Board. The Board-established expenditure authority limit shall be documented in the Board's minutes and communicated to the Library Director in writing.

ARTICLE VII

Financial Management

Section 1. Fiscal Year. The fiscal year of the Exeter Public Library shall run from January 1 through December 31, consistent with the fiscal year of the Town of Exeter, New Hampshire. All financial reporting, budgeting, and accounting of the Library shall be conducted on the basis of this fiscal year. It is noted that this fiscal year is distinct from the Town's property tax year, which runs from April 1 through March 31 of the following year.

Section 2. Annual Budget. The Board shall prepare and approve an annual operating budget for the Exeter Public Library for submission to the Town of Exeter as required by RSA 202-A:11, II. The annual Library operating budget is presented to and approved by the voters at Town Meeting, which is typically held in March. The budget approved at Town Meeting funds the fiscal year that has already begun on January 1 of that same year. Accordingly, the Board must develop and finalize its proposed budget well in advance of Town Meeting in order to meet the Town's budget submission deadlines, which typically fall in the preceding fall or early winter. The budget shall reflect the Library's programmatic priorities and the community's needs, and shall be developed in consultation with the Library Director. The budget shall be presented at a public meeting prior to submission.

Section 3. Tax Billing and Revenue Cycle. The Town of Exeter operates on a semi-annual property tax billing schedule, and the Board should be aware of this revenue cycle when planning cash flow and monitoring Town-appropriated Library funds throughout the year. In May of each year, property owners receive a first-half estimated tax bill calculated using the current assessed value multiplied by one-half of the prior year's tax rate; this bill is typically due by July 1. The actual tax rate for the full year is set in October, after which the full-year tax liability is calculated. The estimated first-half payment is then subtracted from the full-year amount, and the remaining balance is issued as a second

notice, typically due by December 1. The Board and the Library Director shall take this revenue timing into account when monitoring appropriated funds and planning expenditures, particularly in the first half of the fiscal year before full tax revenues have been collected and remitted to the Library.

Section 4. Expenditure of Funds. The Board shall expend all funds appropriated by the Town of Exeter for Library purposes in accordance with RSA 202-A:11, III. Fines, fees, and payments received for lost or damaged Library materials shall be held in a non-lapsing, separate fund and shall be used for Library purposes as provided by law. No funds shall be expended except as authorized by the Board and consistent with applicable law and Town of Exeter financial policies.

Section 5. Trust and Gift Funds. Income from trust funds and gifts accepted by the Town of Exeter on behalf of the Exeter Public Library shall be managed and expended in accordance with the terms and conditions of each donation, bequest, or grant, pursuant to RSA 202-A:11, IV. The Board shall maintain records of all trust and gift funds, including the conditions attached to each, and shall ensure that expenditures from such funds comply with the applicable conditions. The Board may accept gifts, donations, and grants on behalf of the Library subject to applicable law.

Section 6. Financial Review. The Board shall ensure that an annual review or audit of the Exeter Public Library's financial records and accounts. The scope and form of the annual review or audit shall be determined by the Board in consultation with the Treasurer and, where applicable, the Town of Exeter. The results of the annual financial review or audit shall be presented to the full Board and shall be made available to the public in accordance with RSA 91-A.

Section 7. Signing Authority. Checks and other official financial documents shall require the signature or signatures of authorized individuals as established by Board resolution, consistent with New Hampshire law and sound financial management practices. The Board shall review and reaffirm signing authority designations annually at the organizational meeting or as changes in personnel or circumstances require.

Section 8. Contracts. The Chair, or a designee expressly authorized by Board vote, may enter into contracts on behalf of the Board within the scope of Board-approved policy and the adopted annual budget. Any contract, agreement, or financial commitment exceeding a monetary threshold established by the Board shall require prior approval by a majority vote of the full Board. The Board shall periodically review and update the contract approval threshold to reflect current circumstances. All contracts shall be retained in the Board's official records.

Section 9. Quarterly Payment Plan. The Town of Exeter operates on a fiscal year that involves quarterly payments. The First payment is January 1st, followed by April 1st, July 1st and finally October 1st. The Trustees of Exeter Public Library adopted this payment calendar in March of 2026. The payment is an ACH (Automated Clearing House) Transfer which electronically moves the funds from the Town of Exeter's bank account to the Exeter Public Library bank account.

ARTICLE VIII

Policy Governance

Section 1. Board Responsibility. The Board is solely responsible for adopting written policies governing the operation of the Exeter Public Library. Such policies shall be consistent with applicable New Hampshire and federal law, American Library Association (ALA) standards, the Library's mission, and these Bylaws. The Board shall maintain a complete, current, and publicly accessible compilation of all adopted Library and Board policies.

Section 2. Policy Adoption. Policies shall be adopted, amended, or rescinded only by a majority vote of the full Board membership at a duly noticed and quorate meeting. Proposed new or amended policies shall be distributed in writing to all trustees at least one (1) regular meeting prior to the meeting at which a vote on adoption is to be taken, whenever practicable, to allow adequate time for review and comment. Emergency policy adoption or amendment may occur at a single meeting upon a two-thirds (2/3) vote of the full Board when circumstances require immediate action.

Section 3. Policy Review. The Board shall review all Library and Board policies on a regular cycle, not less than every five (5) years, and shall update, amend, or rescind policies as needed to ensure that they remain current, legally compliant, and consistent with the Library's mission and community needs. The Policy Committee, if established, shall be responsible for coordinating the policy review cycle and presenting recommended changes to the full Board.

Section 4. Conflict of Interest. Trustees shall disclose any personal, financial, familial, or other conflict of interest with respect to any matter before the Board promptly upon becoming aware of such conflict. A trustee who has disclosed a conflict of interest shall recuse themselves from voting on any motion pertaining to the matter as to which the conflict exists and shall refrain from attempting to influence the vote of other trustees. The fact of disclosure and recusal shall be recorded in the Board minutes. All trustees shall adhere to the New Hampshire Library Trustees Association (NHLTA) Trustee Code of Ethics.

Section 5. ALA Standards. The Board endorses and affirms as foundational values guiding all Library policy and operations: the American Library Association Library Bill of Rights; the ALA Code of Ethics; and the Freedom to Read Statement. These foundational documents shall inform the Board's policy decisions, collection development, programming, and all other aspects of Library governance, and shall be made available to the public at the Library and on the Library's website.

ARTICLE IX

Trustee Development and Orientation

Section 1. Orientation. The Chair shall ensure that each newly elected or appointed trustee receives, within thirty (30) days of taking office, a comprehensive orientation. Orientation materials shall include, at a minimum: a copy of these Bylaws; all current Board and Library policies; the Library's most recent strategic plan; the current annual budget; the text of RSA 202-A; relevant resources from the New Hampshire Library Trustees Association (NHLTA) and the American Library Association (ALA); and such other materials as the Board deems appropriate. The Chair, Vice Chair, or a designated trustee mentor may conduct or coordinate the orientation process.

Section 2. Continuing Education. Trustees are strongly encouraged to participate in educational and professional development opportunities offered by the NHLTA, the New England Library Association (NELA), the American Library Association (ALA), and other relevant organizations. The Board may, within the constraints of the adopted annual budget, fund trustee attendance at relevant workshops, conferences, webinars, and educational programs. Trustees who attend such programs are encouraged to share key learnings with the full Board. Annual dues for individual Board of Trustee membership in the New Hampshire Library Trustees Association shall be paid from Library funds.

Section 3. Self-Evaluation. The Board shall conduct an annual self-evaluation of its own effectiveness, governance practices, and fulfillment of its responsibilities. The self-evaluation shall assess the Board's adherence to these Bylaws and applicable law, the quality of its governance decisions, its relationship with the Library Director and staff, and its service to the community. The results of the self-evaluation shall be used to identify areas for improvement and to establish goals for the following year.

ARTICLE X

Amendments

Section 1. Proposal. Amendments to these Bylaws may be proposed by any trustee in good standing by delivering the proposed amendment in writing to the Secretary. The proposed amendment shall state the specific language proposed to be added, changed, or deleted, and shall include a brief statement of the purpose and effect of the proposed amendment.

Section 2. Notice. Upon receipt of a proposed amendment, the Secretary shall distribute the full text of the proposed amendment to all trustees at least fourteen (14) calendar days before the meeting at which it will be considered, unless such notice requirement is waived by the unanimous written

consent of all trustees then in office. Notice of the proposed amendment shall also be included in the public notice of the meeting at which it will be considered.

Section 3. Adoption. Adoption of any amendment to these Bylaws shall require the affirmative vote of no fewer than two-thirds (2/3) of the full Board membership — not merely those present — at a duly noticed meeting at which a quorum is present. For a nine-member Board, adoption requires the affirmative vote of at least six (6) trustees. No amendment may be adopted by voice vote alone; a roll call vote shall be required for all Bylaw amendments.

Section 4. Effective Date. Amendments to these Bylaws shall become effective immediately upon adoption by the Board, unless the motion adopting the amendment expressly specifies a later effective date. Adopted amendments shall be incorporated into the official text of these Bylaws and the revision date shall be noted on the title page. The Secretary shall maintain a record of all amendments, including the date of adoption and the vote by which each amendment was adopted.

Section 5. Review. These Bylaws shall be reviewed by the full Board not less than once every five (5) years from the date of their most recent adoption or comprehensive review. The Chair shall ensure that a Bylaws review is placed on the Board's agenda at the appropriate interval. Following each review, the Board shall either reaffirm the existing Bylaws or adopt amendments as appropriate.

ARTICLE XI

Parliamentary Authority

Section 1. Parliamentary Authority. The rules contained in the most current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board in all cases in which they are applicable and not inconsistent with these Bylaws, applicable New Hampshire law, or any special rules of order the Board may adopt by a majority vote. In the event of a conflict between Robert's Rules of Order and these Bylaws, these Bylaws shall control. In the event of a conflict between these Bylaws and applicable New Hampshire law, the applicable law shall control.

ARTICLE XII

Dissolution

Section 1. Dissolution. In the event that the Board is dissolved, the Exeter Public Library is discontinued, or Library operations are otherwise permanently terminated, all assets of the Exeter Public Library held in trust for the public — including, but not limited to, real property, personal property, Library collections, financial accounts, trust funds, and endowments — shall be disposed of

in accordance with applicable New Hampshire law, the conditions of any outstanding bequests, donations, or grants, and the directives of the Town of Exeter. No trustee shall personally benefit from the disposition of any Library asset. The Board shall take all steps necessary to ensure the orderly transition or disposition of assets in a manner that best serves the public interest and the terms of any applicable restrictions.

END

CERTIFICATION OF ADOPTION

These Bylaws were duly adopted by the Exeter Public Library Board of Trustees at a properly noticed and open public meeting held on May 26, 2026, by a vote of 7 in favor, 0

opposed, and 0 abstaining, constituting the requisite two-thirds (2/3) supermajority of the full Board membership required for adoption.

Chair: Date: *Barbara Young* 5/26/26

Vice Chair: Date: *SJ* SARAH JAMES 5/26/26

Secretary: Date: *Cathleen Jorjany* May 26, 2026

These Bylaws supersede and replace all prior bylaws, rules, and regulations of the Exeter Public Library Board of Trustees.

