

Exeter Public Library

Bylaws of the Board of Trustees

Version: October 2017

Trustees

The Exeter Public Library is governed by an independent Board of Trustees as stipulated in the New Hampshire Revised Statutes Annotated, Chapter 202-A.

The Board of Trustees is the legally designated governing board for the Exeter Public Library responsible for the overall welfare of the library and the customers it serves. The Board's responsibilities include establishment of library policies, fiduciary oversight, and hiring the library's executive director.

The Board of Trustees meets on the third Tuesday of the month, January to June and September to November. Meetings are run in accordance with Roberts Rules of Order.

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.

Vision and Mission Statements

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.

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 ALA Library Bill of Rights (adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996) and the ALA Freedom to Read Statement, (adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004).

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.

Chapter 1

By-Laws of the Board of Trustees

1. 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.
2. The Board shall operate in accordance with the New Hampshire Library Laws. (RSA 202-A)
3. It is the responsibility of the Board of Trustees to write 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.
4. The Board shall employ a competent and qualified Library Director who shall act as a liaison between patrons and the Board. He/She shall be required to attend all regular Board meetings except when salary and/or evaluations are being discussed.
5. Upon the announcement of the resignation of any member of the Board, the Board shall vote to recommend a replacement for the vacated seat to the Selectmen for confirmation. The new member shall serve until the next town election. The Board may keep a list of available candidates who are supportive of the Library and are willing to serve on the Board of Trustees, in order to suggest replacements to the Selectmen. The list may be compiled and updated annually, following town elections, and may be assembled as such:
 - a. With former Trustees who have expressed an interest in returning to the Board, by letter of intent.
 - b. With candidates for previous Board seats who have not been elected but have expressed an interest to be considered for a vacant seat, by letter of intent.
 - c. With patrons who have shown interest in the Library, through volunteering and/or offering suggestions, and who have given a letter of intent.

Updated and accepted by the Board of Trustees: 5-15-2018

6. A majority of the Board of Trustees shall constitute a quorum.
7. Meetings shall be held on the 3rd Tuesday of every month, January to June and September to November. Notice of these meetings will be posted as required by law. Regular Board meetings are open to the public.
8. 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 Chairman, Vice-Chairman, Secretary and Treasurer.

9. Duties of the Officers shall be:

a. **Chairman**: Is responsible for overseeing and conducting all regular meetings of the Board of Trustees, as well as serving as ex-officio member of all standing committees. The Chairman is responsible for conducting all meetings in accordance with Robert's Rules of Order. In the event of a tie vote, the Chairman has the authority to cast tie-breaking votes. The Chairman must be accessible, on a regular basis, to all Board members, as well as the Library Director. The Chairman shall not serve for more than two (2) consecutive years.

b. **Vice-Chairman**: Shall preside in the absence of the Chairman.

c. **Secretary**: Shall contact committee chairmen for agenda items, write any letters as deemed necessary by the Trustees and record minutes of the meetings if the scribe is absent. A scribe appointed by the Director will record the minutes of each meeting and have them available within five (5) days, as is required by State Law.

d. **Treasurer**: Shall present the Finance Committee report to the Board at meetings and serve as Chairman of the Finance Committee.

e. Positions of the Board will be presented by the Chairman of the Board of Trustees or the Chairman's designee.

10. Responsibilities of the Board Committees

a. Reviews issues relevant to that particular committee and makes recommendations to the full Board for action.

b. Communicates at least once in between each regularly scheduled Board meeting.

c. Encourages staff members to participate in subcommittee meetings.

d. The Chairman of each committee schedules meetings in conjunction with other committee members.

11. Individual Committee Responsibilities

a. **Personnel & Policy Committee**: In conjunction with the Library Director, is responsible for personnel issues and reviewing and updating the library policy.

- b. **Building, Grounds, & Technology**: In conjunction with the Library Director, is responsible for overseeing activities related to the upkeep and maintenance of the Library building, the surrounding grounds and library technology.
- c. **Finance & Fundraising**: In conjunction with the Library Director, is responsible for development of and overseeing of the budget and raising money for the library.
- d. **Social**: In conjunction with the Library Director, is responsible for planning and overseeing social functions in the Library.
- e. **Long-Range Planning**: In conjunction with the Library Director, is responsible for strategic planning in regard to the Library's future needs.

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

Updated and accepted by the Board of Trustees: 4-17-2018

- 13. 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.
- 14. Robert's Rules of Order shall govern the parliamentary procedure of the Board.
- 15. Upon the announcement of resignation of any officer of the Board, the Board shall elect an officer(s) pro tempore to act until such times as a new officer(s) can be nominated and elected.
- 16. At the last Board meeting prior to Town Elections, if the current Chairman's term as Trustee is ending, a Chairman pro tempore shall be elected to preside over the regular March Trustee meeting election.
- 17. Annual dues for individual Board of Trustee membership in the New Hampshire Library Trustees Association shall be paid from Library funds.
- 18. At the discretion of the Board, Trustees may be reimbursed for costs incurred on Library business.
- 19. 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.
20. 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 Chairman of the Board and/or the Library Director if they are unable to attend a meeting.