

TRACY MEMORIAL LIBRARY

Policy Manual



Rules of Government of the Board of Trustees

ARTICLE I: NAME

This organization shall be called the “Board of Trustees of the Tracy Memorial Library,” existing by virtue of RSA 202-A of the laws of the State of New Hampshire, exercising the powers and authority and assuming the responsibilities delegated to it under the statute, and ensuring openness in the conduct of the Library’s business under RSA 91-A:1.

ARTICLE II: MEMBERSHIP

Section 1: The Board of Trustees shall be composed of seven (7) members who serve staggered terms of three (3) years, as stated in RSA 202-A:6.

Section 2: The number of Board members shall be changed only by vote at a Town Meeting. (RSA 669:16 and RSA 669:75).

Section 3: Term limits are not allowed by statute. However, it is a good practice for Board members to limit themselves to two consecutive terms. This practice brings new members with fresh ideas to the Board and helps broaden the community's representation on the Board.

Section 4: Trustee vacancies shall be filled in conformance with applicable laws. The Board of Trustees may recommend to the Town of New London Selectboard names of persons for appointment to vacancies on expired terms. The Board of Trustees may recommend to the Selectboard the names of no more than 3 persons who may serve as alternate members on the Board when elected members of the Board are unable to attend a Board meeting. The alternate members shall be appointed to one-year terms. (RSA 202-A:10 and RSA 669:75).

Alternates have voting rights only when filling in for an absent trustee. In order to remain current on Library matters, alternates should attend and participate at every meeting.

Section 5: A Trustee may resign by submitting a signed resignation to the Chair, or to the other trustees if the resigning trustee is the Chair.

Section 6: No Trustee of any public library shall receive any compensation for any services rendered as such Trustee unless compensation is stipulated in the terms of the bequest or gift establishing the library. Trustees may be reimbursed, however, for necessary travel expenses to attend professional meetings. (RSA 202-A:14)

Section 7: Trustees’ membership in the New Hampshire Library Trustees Association (NHTLA) shall be provided for in the Library’s budget.

ARTICLE III: OATH OF OFFICE

Section 1: Every town officer shall make and subscribe the oath or declaration as prescribed by

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part 2, article 84 of the constitution of New Hampshire and any such person who violates said oath after taking the same shall be forthwith dismissed from the office involved. (RSA 42:1 and 42:1-a)

Section 2: All trustees shall take an oath of office. (RSA 42:1 and 42:2).

ARTICLE IV: DUTIES OF THE BOARD

(See also Article VIII: [Library Director](#))

Section 1: As elected public officials, trustees of New Hampshire public libraries should meet the highest legal, moral, and ethical standards in their conduct and decisions. The New Hampshire Library Trustee Association *Code of Ethics* should be used as a guide to achieve this goal.

Section 2: The Board of Trustees is the governing body of the Library (RSA 202-A:2). The Board of Trustees shall oversee the assets and activities of the Tracy Memorial Library. The Board shall:

- Establish bylaws and procedures for transaction of its own business and policies and procedures for the management of the Library. The Library Director shall recommend, and the Board shall review and approve library policies.
- Appoint a Library Director and, in consultation with the Library Director, approve the appointment of all library employees.
- In consultation with the Library Director oversee the management of the approved budget and the expenditure of monies raised and appropriated or received as income from library trust funds.
- Be responsible for the use of the Garden at Tracy Memorial Library.

ARTICLE V: OFFICERS AND DUTIES

Section 1: The Board shall elect officers for a one (1) year term at the first Board of Trustees meeting following the Town Meeting. The elected officers shall be Chair, Treasurer, and Secretary/Vice-Chair. If an officer cannot complete their term, the Board shall elect a replacement.

Section 2: The **Chair** shall:

- Preside at all regular, special, and emergency meetings of the Board.
- With the Library Director, prepare an agenda for all meetings.
- Authorize use of alternate members to ensure that a quorum is present at a scheduled meeting.

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- With two members, authorize calls for special meetings.
- Appoint all committees except those specifically appointed by the Board and serve as an ex-officio member of all committees.
- Serve as a liaison between the Library Director and the Board.
- Appoint Board members to serve as liaisons to nonprofit organizations that support the Library.
- Attend Town of New London budget hearings when necessary or appropriate.
- Attend the annual Town Meeting and be prepared to defend the library budget.

Section 3: The Secretary/Vice-Chair shall:

- With the Library Director, post and distribute meeting minutes and maintain a permanent file at the Library.
- Attend to Board correspondence as directed by the Chair.
- Ensure compliance with applicable federal and New Hampshire laws and policies.
- In the absence of the Chair, preside at all regular and special meetings of the Board.

Section 4: The Treasurer shall:

- With the Library Director, be responsible for all monies appropriated by the Town and for funds with which the Library is endowed.
- Review bookkeeping and act as financial liaison to the Board. Keep full and accurate accounts of all monies received by and expended for the Library.
- With the Library Director, make expenditures consistent with the approved budget.
- Submit quarterly and annual financial reports to the Board.
- Upon request, provide financial reports to the Selectboard, the Town auditor and, subject to Board of Trustees approval, to any other authorized person or persons.
- With the Library Director and the Finance Committee, prepare an annual budget for approval by the Board.
- Advise the Board regarding the investment of monetary gifts.

ARTICLE VI: COMMITTEES

Section 1: The Chair shall appoint committees of one or more members for such purposes as Board business may require. Committee chairpersons shall be appointed by the Chair or by committee members.

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Section 2: The Chair and the Library Director shall be a member of every committee.

Section 3: No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the Board.

Section 4: Committees shall make regular progress reports to the Board of Trustees.

ARTICLE VII: MEETINGS

Section 1: Board of Trustees members shall hold a minimum of six (6) regular meetings each year at a time and place determined by the members. Except for nonpublic sessions, all meetings shall be open to the public (RSA 91-A:2).

Section 2: A special meeting may be called at any time by the Chair plus any two Board members or the Library Director to conduct business as stated in the meeting notice. All trustees shall receive notification of the meeting purpose, date, time, and place at least forty-eight (48) hours before the meeting.

Section 3: An emergency meeting may be called by the Chair when immediate action is deemed imperative. Public notification of the pending meeting, and the content of the minutes recorded during the meeting, shall conform to the requirements stated in RSA 91-A:2 Section II.

Section 4: A meeting may enter nonpublic session only for specific purposes as described in RSA 91-A:3. The session shall be confined to the matter set out in the motion.

Section 5: Trustee communications outside a meeting shall not be used to circumvent the spirit and purpose of RSA 91-A:2-a II.

Section 6: Meeting attendance requirements are not set by statute. However, for continuity of governance and to assure that a quorum is present at every Board meeting, the Tracy Memorial Library Board of Trustees expects its members to attend meetings regularly. A maximum of three absences per Board year with prior notification/approval of the Chair is allowable. A trustee who expects to be absent from a meeting must notify the Chair at least 24 hours before the meeting, except where an emergency does not allow such notice. (*See Sections 8 and 9 for related information*).

Section 7: The Library Director shall attend all meetings except in an emergency when attendance is not feasible.

Section 8: A quorum for the transaction of business at all regular and special Board meetings shall consist of four (4) members. (*See Section 6 for related information*).

Section 9: In the event of absence(s) by elected Board member(s), alternate member(s) of the Board of Trustees may be used to ensure that a quorum is present at a scheduled meeting (*see Article 2, Section 4*). The Chair shall exercise this responsibility. Alternate members cannot outnumber elected members of the Board.

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Section 10: The Chair, with the Library Director, may decide the order in which Board business items are listed in the agenda. The meeting agenda shall be distributed to Board members at least 48 hours before the meeting. Business at all regular meetings of the Board shall include the following items:

- Disposition of minutes of the previous regular meeting, and any intervening special meeting
- Treasurer's report
- Library Director's report
- Committee reports
- Communications and announcements
- Old and unfinished business
- New and miscellaneous business
- Nonpublic session per RSA 91, if necessary
- Adjournment

Section 11: The Chair may move, second, and/or vote on any proposal before the Board

Section 12: Minutes shall be kept of all meetings (RSA 91-A). Minutes shall be stored in a permanent file in the Library.

ARTICLE VIII: LIBRARY DIRECTOR

Section 1: The Board shall recruit and employ a qualified Library Director who shall be the chief administrative officer of the library. The Director shall be responsible to and report only to the Board.

Section 2: The Director's responsibilities include, but are not limited to, management of staff, collections, services, activities, finances, building, and grounds.

Section 3: The Director shall carry out Board directives and Library policies and procedures.

Section 4: The Director shall recommend to the Board the appointment of Library staff. The Director may make appointments which shall be reported to the Board at its next regular scheduled meeting.

Section 5: The Director shall prepare the annual budget and manage the Library in accordance with the budget.

Section 6: The Director shall recommend to the Board the annual budget for review and approval prior to submission to the Town.

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Section 7: The Library entry for the town's annual report will be prepared by the Director and coordinated with the Board prior to submission.

Section 8: The Director shall present a report of monthly activities at each regular monthly Board meeting.