

Barrington Public Library
BY-LAWS
Accepted 7/28/2004

ARTICLE I: OBJECT

The object of these by-laws is to provide for the management and administration of the Barrington Public Library.

ARTICLE II: BOARD OF TRUSTEES

Section 1: *Powers and Duties.* The Board of Trustees shall hold the property of and have the custody, management and control of the Library for the uses of a public library, except trust funds held by the Town of Barrington; shall annually file reports required by RSA 202-A:12; and shall conform to the provisions of RSA 202-A:11 in all respects.

Section 2: *Monies.* The Board of Trustees shall direct the expenditure of monies appropriated annually by the Town of Barrington, pursuant to RSA 202-A:4; and shall hold and invest monies received by gift, bequest or otherwise.

Section 3: *Residency.* A Trustee must be a resident of the Town of Barrington.

Section 4: *Number and Election.* The number of Trustees shall be seven (7). The voters of the Town of Barrington shall elect them in staggered three (3) year terms.

Section 5: *Vacancies.* Vacancies in the Board of Trustees caused by resignation, death, removal from the Town, or any other cause shall be filled by the Board of Selectmen under provisions of RSA 202-A:10 after the library board of Trustees has forwarded nominations to the Board of Selectmen.

ARTICLE III OFFICERS

Section 1: *Officers.* The Officers of the Board shall be President, Secretary, and Treasurer. They shall be elected from among the Board at the April meeting each year.

Section 2: *President.* The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint committees, execute documents authorized by the Board, and generally perform all duties associated with that office.

Section 3: *Secretary.* The Secretary shall keep a true and accurate record of all meetings of the Board, shall be responsible for the filing of Minutes at the Library, shall give public notice of meetings, and shall perform other such duties as are generally associated with that office, including keeping an updated record of Trustees names, contact information, and re-election years.

Section 4: *Treasurer*. The Treasurer is responsible for supervision of Trust funds, all discretionary funds held by the Trustees, and for annual reports to the Town and the State. The Treasurer shall also be responsible for compiling and submitting all records for Trustee accounts which the town auditor requests yearly.

ARTICLE IV: COMMITTEES

Section 1: *Committees*. The President shall appoint committees for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Board.

Section 2: *Powers*. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted power to act.

Section 3: *Committee Reports*. Committees shall make a progress report at each meeting of the Board.

ARTICLE V: MEETINGS

Section 1: *Regular Meetings*. Regular meetings shall be held each month at the Library (or such other place as the Board may determine) at a day and time determined by the Board. All meetings are open to the public, except for executive session meetings concerning private personnel matters that require confidentiality.

Section 2: *Special Meetings*. The President may call special meetings at any time when the business of the Library requires.

Section 3: *Annual Meeting*. The Annual Meeting shall be held in April, at which time officers shall be elected and installed.

Section 4: *Quorum*. A quorum for the transaction of business at any meeting shall consist of four (4) Trustees present. Unless otherwise provided by these by-laws, an affirmative vote by a majority of the Trustees present shall be necessary to approve any action before the Board. Proxy votes may be accepted if submitted in writing and signed by the absent Trustee.

Section 6: *Attendance*. Trustees are expected to attend all meetings. A Trustee who misses three (3) meetings in a year may be asked to resign.

Section 7: *Order of Business*.

The President shall provide a written agenda for each meeting that includes, but is not limited to the following: acceptance of minutes, treasurer's report, director's report, and new and old business.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF

Section 1: *Library Director*. The Board shall appoint a qualified librarian with an MLS who shall be the administrative officer of the Library, under the review and direction of the Board of Trustees. The Library Director is not a voting member of the Board.

Section 2: *Duties*. The Director shall, in consultation with the Board, appointment and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of materials in keeping with the stated policy the Board, for the efficiency of library service to the public, and for its financial operation within the limits of the budgeted appropriation.

ARTICLE VII: FISCAL YEAR

The fiscal year shall be the calendar year.

ARTICLE VIII: POLICY RULES

Policy rules may be adopted by a majority vote of the Board at any meeting.

ARTICLE IX: AMENDMENT

Amendments to these by-laws may be proposed at any regular meeting, and notice thereof shall be included on the agenda of the next regular meeting. A two thirds (2/3) vote of the Trustees is required for the adoption of such amendment.

Attached: RSA 202-A: 12 & RSA 202-A: 11 & Trustee Contact Information/Re-Election Information