

BAKER FREE LIBRARY BOARD OF TRUSTEES BY-LAWS
Revised by the Baker Free Library Board of Trustees 3/13/2013

I. Membership

1. The Baker Free Library, a public library, is maintained by the Town of Bow under NH RSA 202-A, and is governed by a Board of Trustees composed of five (5) registered voters of the town, elected to serve staggered terms of five (5) years, with one new trustee elected every year.
2. The Board of Trustees shall have the entire custody and management of the Library and of all property of the town relating thereto (RSA 202-A:6). The powers and duties of the Board of Trustees shall be governed by the NH State Library Laws (RSA 202-A).
3. Trustees may be reimbursed for necessary travel expenses to attend professional meetings, but shall not receive any other compensation for any services rendered as a trustee, as stated in NH RSA 202-A:14. Trustees shall be considered patrons in regards to library services and materials.
4. Whenever a vacancy shall occur among the publicly elected members of the Board of Trustees, the remaining members shall give notice of the fact to the Selectmen and recommend a replacement. The Selectmen shall by appointment fill such vacancy until the next annual Town Meeting (RSA 202-A: 10 and RSA 669:75)
5. A library trustee may not be an employee of the library due to conflict of interest and ethical issues. The immediate family members of a trustee (children, spouse, step-children, grandchildren, parents) also may not be employed by the library during that trustee's tenure.
6. The Board of Trustees shall appoint a competent and qualified Library Director, who is not a trustee, and in consultation with the Director shall hire all other employees of the library and determine their compensation and terms of employment. The Director will attend all board meetings except when the position, salary, or performance evaluation of the Director is being discussed.
7. In the hiring of library personnel, the Board of Trustees shall conform to all federal and state non-discriminatory hiring laws.
8. Membership in the NH Library Trustees Association will be provided for all Trustees in the library budget.

II. Officers

1. The officers of the Board of Trustees will be elected for a one (1) year term. The officers shall be a Chairperson, Secretary, two (2) Co-Treasurers, and a Member-at-Large.

2. The officers of the Board of Trustees shall be elected at the first Board meeting within one month after the annual town meeting to elect the required officers for the ensuing year. Any vacancy that occurs between annual meetings shall be filled at the next regular meeting, or at a special meeting called for that purpose.

3. The Chairman of the Board of Trustees, or other designated Trustee, shall preside at all meetings of the Board, authorize calls for special meetings of the Board, appoint all committees except those made by a motion and passed by a majority of the Board, and perform all duties associated with the office. The Chairman, in consultation with the Library Director, shall prepare and send each Trustee a copy of the agenda for the next meeting and any other relevant material at least two days before the meeting.

4. The two (2) Co-Treasurers shall be the disbursing officers of the Board, will review written monthly financial reports with the Library Director, will make bank deposits as needed and shall perform such duties as are generally required of the office. The co-treasurers and the president shall have the authority to sign checks.

5. The Secretary shall keep a true and accurate record of all meetings of the Board, see that all minutes are on permanent file within five business days after a meeting at the library (NH RSA 91-A), and perform such other duties as are generally associated with the office.

III. Meetings

1. Regular meetings shall be held on the second Wednesday of the month at the library once each month, except during the month of July when no meeting shall be held. Special meetings can be called by the Chairperson upon the request of two (2) or more Trustees. Trustees are expected to attend all board meetings. Three unexcused absences during the year between town elections shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given to the Chair of the Board or the Board member acting as Chair.

2. In accordance with the NH RSA 91A:2, all trustee meetings shall be open to the public.

3. The Board of Trustees may meet in non-public session in accordance with NH RSA 91-A-3.

4. The Library Board of Trustees will also comply with NH RSA 91 A: 2-a in regards to communications outside regularly scheduled meetings.

5. A quorum for the transaction of business at any meeting shall consist of three (3) members of the Board of Trustees being present.

6. The order of business at all regular meetings of the Board shall be as follows:

- a. Call to Order
- b. Review and Approval of Minutes
- c. Treasurer's Report
- d. Director's Report
- e. Old Business
- f. New Business
- g. Public Comment
- h. Adjournment

IV. Library Funds

A. Annual Costs and Capital Improvements

Pursuant to RSA 202-A:4, the Baker Free Library relies on the Town of Bow to provide all funds for annual, recurring costs sufficient to provide and maintain adequate public library service, including staff salaries and benefits, building maintenance, general grounds upkeep, new and circulating materials, supplies, and equipment. The Baker Free Library also relies on the Town of Bow to provide funding for capital improvements from time to time.

B. Income from Trust Funds held by Town of Bow (Trustee of the Trust Funds)

Pursuant to RSA 202-A:11, the Baker Free Library Trustees shall expend the interest income generated by trust funds held by the Town of Bow (Trustee of the Trust Funds) under RSA 202-A:22 for the support and maintenance of the public library and in accordance with any conditions on the funds imposed when receiving funds from the donor. Expenditure can include periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.

C. Unanticipated Monies

Pursuant to RSA 202-A:4-c, III, unanticipated money received shall be used for legal purposes for which a town may appropriate money, including periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.

D. Donation Funds held by the Library Board of Trustees

The Baker Free Library Trustees Funds shall expend donation funds given directly to the Baker Free Library and held by the Library Trustees pursuant to RSA 202-A:4-c, and income generated thereby, for the support and maintenance of the public library and in accordance with any conditions on the funds imposed when receiving funds from the donor. Expenditure can include periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.

E. Fine and Lost/Damage Book Monies and Monies from Income Generating Equipment

Pursuant to RSA 202-A: 11a, the Library Trustees shall expend monies

from fines, lost/damage books, and income generating equipment for general repairs and upgrading, and for the purchase of books, supplies and income generating equipment.

V. Budget

The Board of Trustees, with the co-operation of the Director, will prepare the annual budget, present the approved budget to the proper town officers and be available to answer queries at budget hearings and the Town Meeting.

VI. Salary Levels/Schedule

1. The Trustees shall determine salary levels based upon the recommendation of the Director.
2. The Trustees shall review the position of the Director annually. The salary level will be determined at the time the annual budget is prepared.
3. The Director's raise will be based upon merit and a performance evaluation by the Board of Trustees.
4. The Director will review all other staff positions annually. Each position's salary level will be determined at the time the annual budget is prepared.
5. All wage increases will begin at the start of the fiscal year unless approved otherwise by the Trustees.

VII. Amendments to the By-Laws

The Board of Trustees may amend these by-laws at any regular scheduled meeting providing a quorum is present and changes have been submitted to all of the Trustees four (4) weeks previously.