

## TOWN OF GILFORD PUBLIC LIBRARY BYLAWS

### Article I: Board of Trustees

**Powers:** The powers of this organization shall be vested in the **Board of Trustees** who exist by virtue of the provisions of Chapter 202A of the New Hampshire Revised Statutes and exercise power and authority and assume responsibility under said statute.

**Number of Trustees:** The **Board of Trustees** will consist of five (5) trustees elected by the registered voters of the **Town of Gilford** by ballot and by majority vote. Terms are for 3 years and staggered so elections do not all occur at once.

**Quorum:** A quorum for the transaction of any business shall be a simple majority of the elected **Board of Trustees**. The vote of the majority of the Board members present at a meeting at which a quorum is present shall constitute a vote of the Board.

**Chairperson:** The position of the chairperson shall be elected by the Board. The office shall be voted on at each **Annual Meeting**. The **Chairperson** will assist the director in the preparation of the agenda, preside at meetings of the **Board of Trustees**, and assist the director in preparing the annual report for the Town.

**Treasurer:** The treasurer shall be elected by the Board at the **Annual Meeting**. The treasurer is responsible for all non-appropriated library funds and for monthly reconciliations. The **Treasurer** will sign checks, approve orders sent to the finance office for the expenditure of appropriated funds, and submit the non-appropriated funds report to the town for Town Reports. The **Treasurer** will also prepare the budget with the collaboration of the **Director**, and submit the financial report to the **Town**.

**Secretary:** The **Secretary** shall be elected by the Board at the **Annual Meeting**. The **Secretary** is responsible for posting notice of trustee meetings, taking minutes and making them available within 5 days after any meeting. The Secretary shall also submit approved minutes to the Town of Gilford within 5 days after approval by the Board.

**Board Members:** Board members are responsible for attending monthly meetings and meetings related to the library's budget and business with the Town.

## **Article II: Meetings**

**Meetings:** The **Board of Trustees** will meet on the second Wednesday of each month or such other time as approved by the **Board of Trustees**. The meeting following the annual town election shall be considered the Board's Annual Meeting. Meeting times are chosen one month in advance and are posted on the Town Calendar and the library bulletin board. The **Library Director** will provide the **Board of Trustees** an agenda and a report of the prior month's activities, including a financial operations report prior to each meeting. A special meeting may be called by any of the trustees or the director of the library. All meetings are open to the public.

**Attendance at meetings:** It is the duty of the **Board of Trustees** to attend meetings regularly in person or conference call. If a board member misses three (3) consecutive meetings without a valid reason, it shall be the responsibility of the **Secretary** to advise him or her that after the fourth (4<sup>th</sup>) consecutive absence they will make a recommendation to the Board of Selectmen that there is a vacancy.

**Replacement of Board Members:** In the event of an unexpired term becomes vacant, the **Board of Trustees** will make a recommendation to the **Town of Gilford Board of Selectmen** and the vacancy will be filled by appointment by the **Board of Selectmen**.

## **Article III: Library Director**

**Library Director** The **Library Director** will attend all board meetings and be responsible for supplying the Board with records on statistics, activities, meetings, general maintenance, and administrative operations of the library. The **Library Director** will prepare, for the **Board of Trustee's** approval, the monthly agenda, the annual budget, prepare and submit any reports required by the state or town, and sign checks in the absence of the treasurer.

## **Article IV: Fiscal Year**

The fiscal year will be the same as the Town of Gilford's fiscal year - from January 1<sup>st</sup> to December 31<sup>st</sup>.