

# **By-Laws of the Goffstown Public Library Board of Trustees**

## **Objectives**

To establish policies to follow the Goffstown Public Library mission statement and govern the operation of the library. To obtain sufficient funding from the town for the operation of the library. To promote the development and improvement of the Library and its facilities.

## **Membership**

The Board of Library Trustees of the Town of Goffstown shall consist of seven members elected by the voters of Goffstown in Town elections in accordance with RSA 202-A:6. Each Trustee shall be elected for a three-year term, with overlapping terms of 2, 2, and 3 members.

Upon election to the Board, a member shall immediately be enrolled as a member of the New Hampshire Library Trustees Association, with dues paid by the Goffstown Public Library.

If a vacancy on the Board occurs, the Board will notify the Selectmen of such, and may recommend a replacement. The Selectmen will then appoint a member to serve until the following election, in accordance with RSA 202-A:10 and RSA 669:75.

RSA202-A:10 allows the recommendation of no more than three persons to serve as alternates to the Library Board of Trustees.

## **Duties**

Library Trustees shall fulfill their duties in accordance with RSA 202-A.

## **Officers**

The Officers of the Board shall be the Chair and Vice-Chair, elected for one-year terms at the first regular meeting of the Board after the Town election. They shall remain in office until their successors are elected and installed.

The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, such as the annual statistical report, grant applications, etc., serves as ex-officio voting member of all committees, and generally perform all duties associated with that office pursuant to RSA 202-A.

The Vice-Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Board may appoint a Treasurer and a Secretary who are not members of the Board of Trustees.

## **Meetings**

Regular meetings shall be held on the third Wednesday of each month at the Goffstown Public Library, or such other time and place as the Board may determine. A quorum shall consist of four trustees. Each regular meeting shall be attended by the Library Director or designee, if the former is unavailable.

A special meeting may be called by the Chair at the request of three Trustees, and a regular meeting may be omitted by mutual consent, but there must be at least ten meetings per year.

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

- a. Disposition of minutes of previous regular meeting, and any intervening special meeting;
- b. Treasurer's financial report;
- c. Library Director's report;
- d. Committee reports
- e. Communications and announcements;
- f. Unfinished business
- g. New and miscellaneous business;
- h. Adjournment

## **Actions**

An affirmative vote of the majority of all members present at the time shall be necessary to approve any action before the Board.

Before the Board of Trustees approves funds for maintenance, renovation, or construction valued at more than \$250.00, an attempt should be made to obtain three estimates for the completed job.

The Board of Library Trustees has the ability to appoint or employ an attorney for the library, an accountant or bookkeeper, a minute taker or any other specialist necessary for the governance of the library.

## **Committees**

### **Administrative & Finance Committee**

The purpose of this committee is to monitor the fiscal activity and safeguard the legal and financial holdings of the Library and to interpret budgetary proposals and other recommendations to ensure they promote the goals of the Library.

### **Human Resources Committee**

The purpose of this committee is to review and recommend policies pertaining to Library personnel.

### **Planning & Communication Committee**

The purpose of this committee is to develop, refine and oversee the long- and short-term strategic plans of the Library.

Each committee will appoint one Trustee to serve as a liaison between the committee and the Director.

The Chair shall appoint a committee of one or more members for each specific purpose as the business of the Board may require. Each committee shall make a progress report to the Board at each of its regular meetings. A vote of acceptance of a final report of a committee shall be considered a vote to discharge the committee.

No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## **Library Funds**

### **A. Annual Costs and Capital Improvements**

Pursuant to RSA 202-A:4, the Goffstown Public Library relies on the Town of Goffstown 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 Goffstown Public Library also relies on the Town of Goffstown to provide funding for capital improvements from time to time.

### **B. Income from Trust Funds held by Town of Goffstown (Trustee of the Trust Funds)**

Pursuant to RSA 202-A:11, the GPL Library Trustees shall expend the interest income generated by trust funds held by the Town of Goffstown (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 LBOT**

The GPL Library Trustees Funds shall expend donation funds given directly to the GPL and held by the Library Trustees pursuant to RSA 202-A:4-c, :23, 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:11, :11-a, 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."

**Amendments**

Amendment may be proposed to these By-Laws, and/or to Trustee Policies, at any regular meeting. Notice thereof shall be included on the agenda of the next regular meeting, when amendments may be achieved by a quorum of the Board.

Adopted by Board *date unknown*; amended by the Library Board of Trustees 9/19/07, 12/15/2010