

**CHESTER PUBLIC LIBRARY BOARD OF TRUSTEES  
BY-LAWS**

**Adopted by the Chester Library Board of Trustees July 24, 2012**

**I. Membership**

1. The Chester Public Library, a public library, is maintained by the Town of Chester, under NH RSA 202-A, and is governed by a Board of Trustees composed of five (5) voting residents of the town, elected to serve staggered terms of three (3) years.
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. No member of the Board of Trustees shall receive any compensation for any services rendered as a trustee. Trustees may be reimbursed for necessary travel expenses to attend professional meetings or to conduct library business. 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. The Board of Trustees shall appoint a 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.
6. In the hiring of library personnel, the Board of Trustees shall conform to all federal and state non-discriminatory hiring laws.

**II. Officers**

1. The officers of the Board of Trustees will be elected for a one (1) year term. The officers shall be a Chairman, Vice-Chairman, Secretary, Treasurer, and Assistant Treasurer.
2. The officers of the Board of Trustees shall be elected at the annual board meeting, to be held in June of each year. Any vacancy which 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 Vice Chairman, 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 shall prepare and send each

Trustee a copy of the agenda for the next meeting and any other relevant material at least three days before the meeting.

4. The Treasurer and Assistant Treasurer 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. All Board members 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 seventy-two (72) hours after a meeting at the library, and perform such other duties as are generally associated with the office.

### **III. Meetings**

1. Regular meetings shall be held at the library once each month, on a day acceptable to all members, except during the month of August when no meeting shall be held.

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. Review and Approval of agenda
- b. Secretary's report
- c. Treasurer's report
- d. Director's report
- e. Unfinished business/New business
- f. Adjournment

### **IV. Library Funds**

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

Pursuant to RSA 202-A:4, the Chester Public Library relies on the Town of Chester 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

Chester Public Library also relies on the Town of Chester to provide funding for capital improvements from time to time.

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

Pursuant to RSA 202-A:11, the Chester Public Library Trustees shall expend the interest income generated by trust funds held by the Town of Chester (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 Chester Public Library Trustees Funds shall expend donation funds given directly to the Chester Public 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 and the Director shall together prepare the annual budget.

**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 Trustees, with the Director's recommendation will review all other staff positions annually. The salary level will be determined at the time the annual budget is prepared.
5. Raises will be given based on merit after evaluation by the Director.
6. 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.