

## **Bylaws 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 ensure 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 Select Board of such, and may recommend a replacement. The Select Board 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. Additional expectations for Library Trustees include the following:

- Adherence to the Town of Goffstown Code of Conduct and Goffstown Public Library Trustee Job Description.
- Attendance at monthly Board meetings and committee meetings.
- Assignment to one or more of the Board's standing committees, described later in this document.

### **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. Board members shall attend all scheduled meetings. In cases of exigent circumstances, a maximum of three absences per calendar year with notification / approval of the Chair is allowable. Additional absences may result in disciplinary proceedings up to and including removal from the Board. A quorum shall consist of four trustees. Each regular meeting shall be attended by the Library Director or designee, if the former is unavailable.

Subject to NH RSA 91A:2,III, a trustee may, under extenuating circumstances and with permission from the Board Chair or Vice-Chair or sub-committee chair, attend a scheduled meeting remotely using Microsoft Teams or other Library-approved videoconferencing platform.

The request for remote attendance should be made at least 24 hours in advance of the scheduled meeting. If permission is granted, the Library Director should also be notified to allow sufficient time to set up remote access. The reason for remote attendance shall be stated in the minutes.

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.

Business at all regular meetings of the Board shall include the following. The Chair may decide the order in which these items are addressed / included in the agenda:

- 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. Non Public session per RSA 91 if necessary
- i. 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. When a full board is not present an alternate may vote in place of absent members; however, no more than 7 (seven) total votes per action item shall be allowed.

If a full board is not present, the chair will designate an alternate to vote on each action item. If more than one alternate is present, they will vote in rotation. Before the Board of Trustees approves funds for maintenance, renovation, or construction valued at more than \$3000.00, to \$9,999, an attempt should be made to obtain three quotes for the completed job. A request for proposal (RFP) is required for any project or item \$10,000 and above.

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**

All Board members shall be assigned to at least one of the standing committees. The attendance expectations for committee meetings are the same as for monthly Board meetings.

### 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. This committee also oversees regular review of operating and organizational policies.

### Human Resources Committee

The purpose of this committee is to review and recommend policies pertaining to Library personnel; oversee coordination of the Director's review; review recommendations for new hires and discipline; and to provide assistance to personnel issues as needs arise.

### Building & Facilities Committee

The purpose of this committee is to oversee the GPL physical assets, to review plans and proposals related to the maintenance and security of Library facilities and properties, furnishings, computers and technology infrastructure.

### AD HOC Committee

The Chair shall appoint an ad hoc 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**

Amendments 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, 6/20/2012, 06/18/2014, April 19, 2017, January 20, 2021, January 19, 2022