

# BY-LAWS OF THE HANOVER TOWN LIBRARY BOARD OF TRUSTEES

Approved 3/7/97  
Rev. 2/7/00

## I. Membership:

- A. The Board of Trustees shall be composed of three (3) {Note: Any odd number which Town chooses, staggered 3 year terms.} members elected according to the statutes of the State of New Hampshire.
- B. Members of the Board of Trustees shall serve no more than two consecutive terms of three years each.
- C. The members of the Board of Trustees shall actively recruit new members from the community to register as candidates for election.
- D. Trustees are expected to attend all board meetings, but, for good cause, the Chairman may excuse a trustee from a particular meeting.

## II. Officers:

- A. The officers shall be a Chairman, Secretary, and a Treasurer. {The positions of the officers shall rotate each year among the members of the Board of Trustees, with the last elected trustee serving as Secretary.}
- B. The officers of the Board of Trustees shall be elected at the annual board meeting, to be held in June of each year and shall serve until the following annual meeting. Officers may serve more than one term, but no more than three consecutive one year terms in the same office. Any vacancy which occurs between annual meetings shall be filled at the next regular meeting, or a special meeting called for that purpose.
- C. The 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.
- D. The Treasurer shall be the disbursing officer of the Board, and shall perform such duties as are generally required of the office.
- E. The Secretary shall keep a true and accurate record of all meetings of the Board, see that all minutes are on permanent file at the library and perform such other duties as are generally associated with the office.

### **III. Meetings:**

- A. Regular meetings shall be held on the first Friday of each month (except July) at the Etna Library or at such day and place as the Board may determine.
- B. In accordance with the New Hampshire Revised Statutes Annotated 91-A:2 all trustee meetings shall be open to the public.
- C. A quorum for the transaction of business at any meeting shall consist of two (2) members of the Board being present.
- D. The latest edition of Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

### **IV. Committees:**

- A. The Chairman shall appoint standing and/or special committees as needed.
- B. Each committee chairman shall report at each regular meeting of the Board.
- C. No committee shall have other than advisory powers.

### **V. Librarian and Staff:**

- A. When there is a vacancy in the position of Librarian, it shall be the duty of the Board of Trustees to advertise, interview and select a replacement for the position. All qualified candidates shall be considered and all who apply shall be notified of the final decision of the Board of Trustees.
- B. The Librarian shall attend all Board of Trustees meetings and present a report at each regular meeting.

### **VI. Amendments to the By-Laws:**

- A. The Board of Trustees may amend these by-laws at any regularly scheduled meeting providing a quorum is present and the usual notification has been sent to Board members. Any changes in the by-laws shall be sent, in writing, to the State Library.

\*Based on sample by-laws developed by the NH State Library.

1/20/97

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