

**LIBRARY BOARD OF TRUSTEES
HOOKSETT LIBRARY
HOOKSETT, NEW HAMPSHIRE**

TRUSTEE BY-LAWS

ARTICLE I - Name and Purpose

This organization shall be called The Hooksett Library Board of Trustees, existing by virtue of the provisions of Chapter 202-A of the New Hampshire Revised Statutes Annotated, and exercising the powers and authority and assuming the responsibilities under the said statute. The Library Trustees shall be responsible for the care, maintenance and operation of the Hooksett Library and its associated educational programs and activities and shall also perform such other duties as are prescribed by federal, state and local law.

ARTICLE II - Qualifications

- A trustee shall be a legal resident of the Town of Hooksett and should:
 - Have a genuine interest in the library and in the town;
 - Have a general knowledge of library operations and procedures;
 - Be familiar with the Hooksett Library Policies and New Hampshire Library Laws (NH RSA 202-A:1 - 202-A:25);
 - Be ready to devote time and effort;
 - Be able to work well with other board members, the library staff, and the general public which the library serves;
 - In accordance with the New Hampshire State Library Standards, library trustees should complete twenty (20) contact hours of training over a three-year period. These hours may include seminars, classes, workshops or other library-related activity other than board meetings.

ARTICLE III - Term of Office

- The Hooksett Library Board of Trustees shall be comprised of five members. Trustees shall be elected on a rotation basis wherein two board members are elected each year, and every third year one member is elected, all serving a three-year term. The management of the Library shall rest in the Board of Trustees.
 - Appointment of Trustees: Whenever a vacancy shall occur midterm, whether by resignation or otherwise, the vacancy shall be filled by the Hooksett Town Council until the next town election. The existing Trustees shall be responsible for recommending potential Trustees to be considered by the Town Council.

ARTICLE IV - Officers

- Officers of the Board shall consist of a Chair, Vice Chair, Secretary and Treasurer. These offices shall be filled during the organizational meeting subsequent to town elections.
 - Officers shall serve a term of not more than three consecutive years in any one position unless a trustee vote to the contrary unanimously carries at the organizational meeting. Election of officers shall immediately follow nomination of officers. A nominee receiving a vote of the majority of the Board of Trustees present at such meeting shall be deemed elected.
 - The Vice Chair or designee of the Chair will chair any meeting from which the Chairperson is absent. Committees and subcommittees may be created as needed.
 - Vacancies in offices shall be filled at the next regular meeting of the full Board of Trustees.

ARTICLE V - Duties and Responsibilities

Of the Officers:

Chairperson

- Keeps the board operating effectively.
- Works closely and cooperatively with the Library Director.
- Serves as a diplomatic troubleshooter to identify potential problems and issues which require advance board study and action.
- The chairperson is the chief spokesperson representing the board both orally and in correspondence.
- Plans and presides over board meetings. The chairperson is responsible for advance, written agenda. Plans and conducts meetings to assure productive sessions which steadily move the board toward its internal goals and objectives as well as the library goals and objectives.
- Appoints committees for specific assignments. The chairperson monitors the progress of the committees and provides help if needed.

Vice Chairperson

- Presides in the absence of the chairperson or whenever the chairperson temporarily vacates the position.

Secretary

- Issues and posts for public notice advance agendas of meetings following specific legal requirements for open meetings.
- Prepares the official board minutes and keeps on public file.
- Keeps member attendance record.
- Handles all official correspondence on behalf of the board.

Treasurer

- Serves as chairperson of the board finance committee.
- Works with the library director to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assists the Library Director in preparing the annual budget and presenting the budget to the board for approval.
- Reviews the annual audit and answers board members' questions about the audit.

Of the Board:

- Attendance:
 - A trustee is expected to attend all board meetings of the elected year. If a trustee is unable to attend a regularly scheduled meeting, they should contact the Chair prior to the meeting. Three consecutive, unexcused absences or unexcused absences deemed excessive by the Board shall result in a vote for dismissal. A majority vote is required for dismissal. In the event of a vacancy on the Board, the trustees shall recommend an appointee to the Hooksett Town Council.
- Fiduciary:
 - Prepare an annual budget. The Board and the Library Director are to present the budget before the Town of Hooksett Budget Committee.
 - Administer the upkeep and care of the library with the Town of Hooksett's Municipal Public Works department, and other vendors as determined appropriate by the Board of Trustees.
 - All Trust Fund expenditures must be voted on by the board. For all other expenditures, see the Treasurer's Manual.
- Legal:
 - The oath of office must be taken with the Town Clerk of the Town of Hooksett after election or appointment.
 - Review monthly adequacy of fiscal record keeping and minutes of Board meetings.

- Establish policy for the Hooksett Library; review and update policies and by laws as required.
 - Notify the Town Council of any vacancy of the Board and see that a qualified person is appointed to fill the vacancy until the next general election.
 - Keep abreast of standards and library trends.
 - Upon completion of term of office, return to the library all handbooks and related materials acquired during the term of office.
- Subcommittees
 - Section 1. Standing subcommittees. Standing subcommittees (Personnel, Budget, Policy and Building) shall be appointed by the Chair promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.
 - Section 2. Ad Hoc Subcommittees. Ad hoc subcommittees for the study of special issues shall be appointed by the Chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These subcommittees may also include staff and public representatives, as well as outside experts.
 - Section 3. No subcommittee shall have other than advisory powers.

Library Director and Staff:

The Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director is responsible for maintenance of the appropriated budget, keeping the Board informed of demands made upon the Library and making recommendations of policy changes for Board consideration

- When there is a vacancy in the position of Library Director, it shall be the duty of the Board of Trustees to advertise, interview and select a replacement for this position. All qualified candidates shall be considered and all who apply shall be notified of the final decision of the Board.
- The Library Director is responsible for advertising and preliminary interviewing for all other Library positions and bringing recommendations to the Board of Trustees who will make the final hiring decision.

ARTICLE VI – Illegal Actions

Trustees shall avoid any possibility of conflict of interest. Neither a trustee nor any member of a trustee's family shall receive any gain by reason of dealings with the library.

ARTICLE VII - Meetings

Regular Meetings: The Board of Trustees shall meet no less than ten (10) times during each calendar year, pursuant to an agreed schedule.

- In accordance with the New Hampshire Revised Statutes Annotated 91-A: 2 all Hooksett Public Library Board of Trustee meetings shall be open to the public.
- All meetings shall be conducted in accordance with Robert's Rules of Order.
 - The usual order of business shall be;
 - Call to Order
 - Public input
 - Approval of minutes
 - Treasurer's report
 - Library Director's report
 - Subcommittee reports
 - Old Business
 - New Business
 - Non-Public (if necessary)
 - Any other business to come before the board
 - Adjournment
 - A quorum for the transaction of business at any meeting shall consist of at least three members of the Board being present. An affirmative vote by the majority of all members of the Board present at meeting shall be necessary to approve any action before the Board. **Additional members may attend remotely using technology such as Zoom.**

Special Meetings: The Chairman or any three (3) Trustees may call a special meeting of the Board of Trustees.

ARTICLE VIII - By Laws Review

The foregoing by-laws shall be reviewed every two years and revised or amended as needed. In the interim, any changes, additions or deletions deemed necessary may be incorporated by means of appendices. To successfully amend the bylaws a four/fifths affirmative vote is required.

Presented for review: July 13, 2010

Adopted: December 14, 2010

Amended: August 14, 2012, April 15, 2013, January 25, 2022

Amendments 01/25/2022:

Addition of the italicized sentence to Article VII - Meetings:

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