

Bylaws of the Trustees of the Webster Free Library, Webster, NH

Article I

Three (3) legal residents of the town of Webster shall be elected trustees to the board of the Webster Free Public library according to the laws of the State of New Hampshire.

Article II

This board shall be the governing body of the Webster Free Public Library, and shall determine written policies that will govern the operation, program, and personnel of the library.

Article III

The officers of the Board shall consist of Chairman, Treasurer, and Secretary who shall be chosen annually from the members of the Board.

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 IV

It shall be the duty of the Chairman to preside at all of the meetings of the Board. In the absence of the Chairman, the Secretary shall act in his or her stead. The Treasurer shall receive all money coming to the Board, keep an accurate account of the same and pay such claims as may be approved by vote of the Board. The Secretary shall keep an accurate record of all meetings and proceedings of the Board. The trustees shall annually review the job performance of the library director.

Article V

Section 1. The annual meeting to choose officers shall be on the fourth Wednesday in March at the Library building at 4:00 P.M. Regular meetings shall be held at the same place and time on the fourth Wednesday of each month.

Section 2. A special meeting may be called at any time by the Chair by giving notice to the members and stating the purpose of such meeting. The Secretary shall call a special meeting at any time on petition to the Chairman by two or more members.

Section 3. A majority of the Board shall constitute a quorum for the transaction of business at all meetings.

Section 4. In accordance with the New Hampshire Revised Statutes Annotated 91-A:2, all trustee meetings shall be open to the public. The meeting will be posted at least 24 hours before the meeting in two public places and the minutes shall be placed in the library at least 144 hours after the meeting.

Section 5. "Robert's Rules of Order, Revised" shall be the Parliamentary authority in all matters not specified by the Bylaws.

Article VI

Any new positions as the Board shall believe necessary to the proper operation of the Library shall be created at the annual meeting of the Trustees and by a majority vote of the Board. Salaries will be fixed by majority vote of the Board.

Article VII

(1.)The board, with the cooperation of the director, shall prepare the annual budget, present the approved budget to the Board of Selectmen and be available to answer queries at budget hearings and the town meeting. It is the responsibility of the board of trustees to secure adequate funds and proper facilities in order to carry on a library program that fulfills the informational, recreational and educational needs of the town of Webster. Appropriated funds shall be encumbered or expended annually. Income from trust funds will be expended according to the terms, if any, of the bequest or donation.

(2.)Income from fines and/or income generating equipment shall be spent according to law.

Article VIII

The board, with the director, shall prepare and submit any report required by state or local laws.

Article IX

Membership and conference attendance to NHLTA for all trustees and membership and conference attendance to NHLA for the director and trustees shall be provided for in the library budget.

Article X

Trustees shall avoid any possibility of conflicts 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 XI

These Bylaws may be altered or amended by two-thirds majority vote of the full Board at a regular meeting, notice of the proposed changes having been given at a previous meeting.

Amended February 22, 2023
Nancy Picthall-French, Chairperson
Martin Bender
Denise Lawless