

Bylaws of the Board of Trustees of the Dunbar Free Library (Grantham, NH)

This organization shall be called “The Board of Trustees of the Dunbar Free Library”, hereafter referred to as “the Board”, existing by the virtue of the provisions of Chapter 202-A (Public Libraries) of the laws of the State of New Hampshire, and exercising the powers and authority and assuming the responsibilities to it under the said statutes. This document establishes the rules for conducting the business of governing the Library.

Fundamentals

- There are five Trustees. Each Board member is elected to serve a three year term. Trustees are not compensated for any services rendered as a Trustee. All Trustees are bonded.
- A quorum for the transaction of business at any meeting shall consist of three Board members present. This may include Alternate Trustees if elected members are absent.
- An affirmative vote of the majority of all voting members of the Board present shall be necessary to approve any action before the Board.

Roles

- The officers shall be a Chairperson, Treasurer, Secretary, and a Scrivener selected from among the elected Trustees. A Trustee may be elected to multiple roles. Per NH law, the election of officers must occur at the first Board Meeting following the Annual Town Meeting. Subsequent votes to elect or replace officers can occur at any meeting upon the request of any two Trustees.
- The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings and execute all documents authorized by the Board. In the planned absence of the Chairperson, another Trustee will be asked by the Chairperson to perform the required duties. If no such delegate is determined, the available Trustees will determine who should serve as Chair until the Chairperson returns, resigns or is removed from office.
- The Treasurer shall retain all financial records of monies received, spent and maintained in accounts and reconcile payment of all bills and operating expenditures. The Treasurer shall meet annually with the auditors and then report to the Board. The Treasurer, in conjunction with the Library Director is responsible for submitting the proposed budget to the Town for inclusion in the annual Town Report.
- The Secretary is responsible for ensuring that meeting notices are posted as required by law. The Secretary is also responsible, but may delegate, any correspondence that may be necessary for the Board. In addition, the Secretary is responsible for maintaining the Board’s files and provides safe storage of all important documents.

- The Scrivener shall keep an accurate record of all meetings of the Board, ensure that a draft copy is delivered to the Town Clerk's office within five (5) business days of the conclusion of each meeting and ensure that the approved minutes are sent to the same place.
- Investment decisions and internal controls are determined by the Board and executed by the Treasurer.

Membership

- In the absence or disability of any officers of the Board, that person's duties shall be performed by such other members of the Board as the Board may designate until such time that the officer returns or until a replacement is elected.
- Any Trustee may resign from the Board, and any officer may resign from their position, by submitting a written notification to the Chair, or to the other Trustees if the resigning officer is the Chair.
- Any officer who is unable to attend a meeting may identify another Trustee to perform the associated duties at that meeting. In the absence or disability of any officers of the Board for a longer duration, any of their duties shall be performed by such other members of the Board as the Board may designate until such time that the officer returns or until his/her resignation is accepted.
- Upon any resignation, the Board will recommend a replacement to the Board of Selectmen, who have the authority to appoint a replacement. Because an ongoing awareness and knowledge of the Library's business is required, alternates should attend and participate at every meeting.
- Any Trustee who demonstrates lack of commitment, including (but not limited to) missing three consecutive meetings, may be requested to resign from the Board.
- The Board of Trustees may create committees as it deems appropriate. A Committee Chair will be appointed by the Board. Members of a Committee will not necessarily be limited to members of the Board. The Committee Chair may recommend others to serve on the committee, although such appointments must be approved by the Board.

Meetings

- The Board will schedule a minimum of 10 monthly meetings. Additional meetings may be called at the discretion of the Chair. In addition, special meetings may be called by any Trustee when there is a situation where immediate action is deemed to be imperative.
- Any Trustee may request to participate remotely if there is a legitimate reason. The request must be made to the Chair (or to the Treasurer, if the Chair is making the request) and will be honored if possible, e.g., proper equipment is available.
- Robert's Rules of Order shall govern proceedings of all meetings.

Amendments

- The Bylaws may be amended by the majority vote of members of the Board present, provided written notice of the proposed amendment is delivered via email to all members at least seven calendar days prior to the meeting at which such action is proposed to be taken.
- Any rules or resolutions of the Board, whether or not contained in these Bylaws may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must be approved by a majority of the Board.