

Jefferson Public Library

By-laws

ARTICLE I



PURPOSE

The purpose of this instrument is to establish rules and By-laws for the conduct of meetings of the Trustees ("Trustees") and for the governing of Jefferson Public Library ("Library"), Jefferson, New Hampshire. The requirements of RSA 91-A:1, et seq., are incorporated by reference herein.

ARTICLE II

BOARD MEETINGS

A majority of the Trustees shall constitute a quorum. Meetings shall be held monthly, except for July and December. A regular monthly meeting may be held in July or December if deemed necessary. The annual meeting of the Trustees shall be the monthly meeting held in April following town elections unless otherwise ordered by the Board of Trustees. The annual meeting shall be an organizational meeting, where such matters shall be acted upon as customarily is required at an annual meeting.

AGENDA

Agenda items at each monthly meeting will include: Secretary's Report, Treasurer's Report, Library Director's Report, Community Outreach, New Business and Old Business.

ARTICLE III

EMERGENCY MEETINGS

Emergency meetings may be called by the Chair when there is a situation where immediate, undelayed action is deemed to be imperative and in accordance with RSA 91:A2.

ARTICLE IV

OFFICERS

The officers of the Jefferson Public Library who shall be members of the Board of Trustees shall be a Chair, a Secretary and a Treasurer, who shall be elected at the annual meeting of the Board of Trustees and who shall hold office for one year and until a successor shall be chosen. Whenever a vacancy occurs in any such office, the chair shall appoint another Trustee to that office to serve until the next annual meeting of the Board of Trustees or until a successor shall be chosen.

ARTICLE V DUTIES OF OFFICERS

CHAIR

The Chair shall preside at all meetings of the Board of Trustees, and shall perform such other duties as are imposed on him or her by these By-laws, or as may be assigned to him or her by the Board of Trustees.

TREASURER

The Treasurer shall have the care and custody of such funds, record books and valuable papers constituting the property or business of the Board of Trustees as may come into his possession as Treasurer. The Treasurer shall keep accurate books of account. The Treasurer shall collect such monies as may from time to time be paid to the Trustees of Jefferson Public Library, and shall keep and disburse the same pursuant to contracts and obligations of Jefferson Public Library, or as otherwise ordered by the Board of Trustees. The Treasurer shall perform such other duties as the Board of Trustees may from time to time require.

SECRETARY

The Secretary shall attend all meetings of the Board of Trustees and record the proceedings thereof, shall notify the members of the Board of Trustees of all meetings in accordance with the By-laws and shall perform such other duties as the Board of Trustees may from time to time require.

ARTICLE VI

LIBRARY DIRECTOR

The Library Director shall be the executive director of the Library and shall be chosen by and be responsible to the Board of Trustees. The Library Director shall have charge of the administration of the Library, subject to the control of the Board of Trustees, shall be responsible for the efficiency of the Library service to the public, shall have charge of the employment and direction of the staff, consistent with policies established by the Board of Trustees, shall be in charge of the operation of the Library under and in accordance with the terms established in the annual budget, shall attend meetings of the Board of Trustees upon request of the Board or the Chair and shall make such reports and carry out such other duties as may be assigned by the Board of Trustees, or the Chair all subject to the supervision and approval of the Board of Trustees.

ARTICLE VII

ORDER OF BUSINESS

The order of business at any regular or special meeting of the Board of Trustees shall be determined by the Chair.

ARTICLE VIII

AMENDMENTS

These By-laws may be altered or amended at any regular meeting of the Board of Trustees or at any special meeting duly called for such purpose.