Fitzwilliam Town Library

Bylaws

Article I

PURPOSE

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

Article II

COMPOSITION

Pursuant to the requirements of the RSA 202-A:6 the Library Trustees of the Town of Fitzwilliam shall consist of five (5) members elected by the voters of the town and which may include appointed alternates (RSA 202-A: 6 & 10). Qualifications for elected members shall consist of taking and subscribing to the statutory official oath administered by the Town Clerk.

Article III

BOARD MEETINGS

Meetings shall be held monthly, unless otherwise decided by the Board. A quorum at any meeting shall consist of three (3) or more members of the Board which may include alternate trustees if elected members are absent.

The April meeting of the Board shall be the Annual Meeting of the Board. The annual meeting shall be an organizational meeting, where such matters shall be acted upon as customarily is required at an annual meeting, including election of officers.

Article IV

EMERGENCY MEETINGS

Emergency meetings may be called by the Chair when there is a situation where immediate action is deemed to be imperative; it will be conducted in accordance with RSA 91-A:2.

Article V

OFFICERS

The officers of the Fitzwilliam Town Library who must be members of the Board of Trustees shall be a Chair, Vice-Chair, Secretary, and Treasurer. Officers may be nominated by any member of the Board and are elected at the annual meeting of the Board; they shall hold office for one year or 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. Should the vacancy occur in the office of Chair, the Vice-Chair will assume that position.
Article VI

DUTIES OF OFFICERS

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

VICE-CHAIR
The Vice-Chair shall exercise all the powers of the Chair during the absence or disability of the Chair, in addition to such other duties as the Board may from time to time prescribe.

TREASURER
The Treasurer shall have the care and custody of such funds, records and valuable papers constituting the property or business of the Board as may come into her/his possession as Treasurer. The Treasurer shall keep accurate records of all accounts. The Treasurer shall disburse monies pursuant to contracts and obligations of the Library, or as otherwise ordered by the Board. The Treasurer shall perform such other duties as the Board may from time to time require.

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

Article VII

COMMITTEES
The Chair shall appoint such committees as the Board may deem advisable from time to time. The duties of each committee shall be as such as are associated with its name or shall be committed to it by action of the Board.

Article VIII

LIBRARY DIRECTOR
The Library Director ("Director") shall be the executive director of the Library and shall be chosen by and be responsible to the Board of Trustees. The 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 fiscal 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 IX

BOARD OBLIGATIONS

The Board of Trustees shall conduct all business pertaining to the Library except that which is otherwise delegated. They shall establish Library Policies (and make changes therein), which shall be filed with the State Librarian and made available for public inspection upon request. All Trustees and alternates are expected to abide by the established Library Trustee Code of Conduct. http://fitzlib.org/trustee-minutes/library-trustee-code-of-conduct/

Article X

PROCEDURES

The Chair shall conduct fair and orderly meetings, ensuring that each member has sufficient opportunity to express her/his views.

Article XI

ORDER OF BUSINESS

The normal order of business at any regular or special meeting of the Board shall be as follows:

a. Call to order;
b. Disposition of minutes of previous meeting;
c. Financial report;
d. Report of the Director;
e. Old business;
f. New business; and
g. Adjournment.

Article XII

AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing Bylaws may be temporarily suspended by a unanimous vote of all the Trustees present at any meeting, and the vote on such suspension shall be taken by yeas and nays and entered in the official record.

Approved by the Trustees July 6, 2020