

**BY-LAWS OF THE
BOARD OF TRUSTEES OF THE NESMITH LIBRARY:**

As read and with changes voted by the Library Board of Tuesday, November 6, 1990.

ARTICLE I : NAME:

"The Board of Trustees of the Nesmith Library" will exist by virtue of the provisions of Chapter 202-A of the Laws of the State of New Hampshire, and exercise the powers and authority and assume the responsibilities thus delegated.

ARTICLE II : MEMBERSHIP:

The Library Board shall consist of seven members, elected in accordance with the provisions of Chapter 202-A:6.

ARTICLE III : OFFICERS:

Section 1. The officers may be a chairman, vice chairman, treasurer, assistant treasurer and secretary, elected from among the trustees at the annual meeting of the board.

Section 2. Each term of office shall be one year from the annual meeting; each officer shall serve in her of her elected capacity until a successor is duly elected.

Section 3. The chairman will preside at all meetings of the board, authorize calls for any special meetings, execute all documents authorized by the board, and generally perform all duties associated with that office.

Section 4. The vice chairman, in the event of the absence or disability of the chairman, shall assume and perform the duties and functions of the chairman.

Section 5. The treasurer shall be the disbursing officer of the board, shall sign all checks and shall perform such duties as generally evolve upon the office. The treasurer shall be bonded at the discretion of the board. In the absence or disability of the treasurer, his/her duties shall be performed by the assistant treasurer.

Section 6. A secretary, elected from the board shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

ARTICLE IV : MEETINGS:

Section 1. The regular meetings shall be held each month, with a minimum of ten per year.

Section 2. The annual meeting, which shall be for the purpose of the election of officer, shall be held as soon as possible following the annual town election.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstance will permit:

- a. Call to order.
- b. Disposition of minutes of previous regular meetings and any intervening special meeting.
- c. Treasurer's Report.
- d. Old business.
- e. New business.
- f. Librarian's Report.
- g. Correspondence.
- h. Public presentation to, or discussion with the Board.
- i. The date and hour of the next regular or special meeting.
- j. Adjournment.

Section 4. Special meetings may be called at the direction of the chairman or any three trustees. Notice and purpose of the meeting shall be given to all trustees.

Section 5. A quorum for the transaction of business at any meeting shall consist of five out of seven members of the board present.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order (current edition).

ARTICLE V : LIBRARIAN AND STAFF:

The board shall appoint a qualified librarian as Library Director who shall be the executive and administrative officer of the library on behalf of the board; and to whom the board delegates the authority and responsibility for administration of the library. The Library Director shall be responsible for the direction and supervision of the staff, the care and maintenance of the library property, for an adequate and proper selection of library materials in keeping with the selection policies of the library, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

ARTICLE VI : GENERAL:

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairman may vote upon and may move or second a proposal before the board.

Section 2. The by-laws may be amended by a two thirds vote of all members of the board, provided written notice of the proposed amendment shall have been mailed to each member at least 14 days prior to the meeting at which such action is proposed to be taken.

Section 3. No member of a trustee's immediate family shall be employed by the Library during said Trustee's term of office.

Adopted by the Library Trustees - November 6, 1990

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns
Board of Selectmen