

By-Laws



Canaan Town Library
Board of Trustees
15 August 2022

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ARTICLE 1

PURPOSE, POWERS AND DUTIES

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 Canaan Town Library ("Library"), Canaan, New Hampshire. The requirements of RSA 91-A:1, et seq., are incorporated by reference herein.

This organization, existing by virtue of RSA Section 202 of the Laws of the State of New Hampshire and exercising the powers and authority and assuming the responsibilities delegated under this statute, shall be called the Canaan Town Library Board of Trustees (RSA 202-A:2). The Board of Trustees is the governing body of the library and is responsible for its custody and management, and shall establish policies that cover all facets of Library operation (RSA 202-A: 11:1).

The duties of the Board of Trustees are to oversee the assets and activities of the Canaan Town Library and to set Library policies, as provided by New Hampshire RSA Chapter XVI, Chapter 202-A:11 Powers and Duties. Trustees are duly elected or appointed in accordance with the provisions of RSA Chapter XVI, Chapter 202-A:6 and 202-A:10.

ARTICLE 2

BOARD MEETINGS

Meetings shall be held on the **third Monday of each month**, a minimum of 10 per year. The Board can vote to not meet 2 months of any calendar year for any reason. Meeting time and location is determined by the Board and posted in advance.

Zoom (or comparable platform) access will be available for all public meetings. Anyone wishing to join electronically must email the Board in advance of the start of the meeting to receive the meeting link. Trustees are expected to meet in person unless circumstances prevent their attendance.

The **Annual Meeting of the Trustees** shall be the monthly meeting held in April unless otherwise ordered by the Board of Trustees. The annual meeting shall be an organizational meeting, at which annual reports of committees shall be rendered, officers for the ensuing year shall be elected, and such other matters shall be acted upon as customarily is required at an annual meeting.

A majority of the Trustees shall constitute a **quorum**.

ARTICLE 3

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 4

BOARD MEMBERS

The officers of the Canaan Town Library Trustee Board must be members of the Board of Trustees, and shall consist of 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 from May to April, or until a successor is 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 can be chosen by the Board. In circumstances in which the Chair has finished his or her term on the Board of Trustees prior to the Annual Meeting, a new Chair will be elected at the last regular monthly meeting or at an Emergency Meeting, with the remaining officers to be elected at the Annual Meeting.

DUTIES OF BOARD MEMBERS

It is important to remember that the Board functions as a group and no one member has any more power or authority than any other.

Chair

The position of chair is one requiring leadership, tact, and a thorough understanding of the library's goals and challenges. The chair may not assume any more authority than the Board delegates. Certain state and municipal reports require the signature of the Chair. The Chair should prepare an agenda and send it to everyone in the Board in advance of all the meetings. The agenda is prepared with input from the Library Director and other Trustees.

Secretary

The Secretary is responsible for accurately recording the minutes of Board Meetings and making them publicly accessible within 5 business days after every meeting. RSA 91-A requires that minutes shall be taken during public sessions and non-public sessions. The Secretary is also responsible for any approved Board correspondence.

Treasurer

The Treasurer is responsible for the oversight of all Library funds. The Treasurer must submit monthly reports to the Board on the financial status of the library in relation to the current budget. The Treasurer helps with the preparation of the annual budget. The Canaan Town bookkeeper, who is not a Trustee, has no authority over budget process or expenditures other than to pay approved bills. The library's operating budget may be handled through the municipal financial structure, but the Trustee Treasurer handles the Trustee special/fines accounts and receives and reviews monthly reports from the municipality. In addition to the Treasurer, the Board will designate at least one other Trustee as a signatory for all Library bank accounts.

Expectations of All Trustees

Advocate for the Library and Library service in the community, state and nation.

Actively participate in and contributes to the meetings and work of the Board.

Seek training opportunities for enhancing the performance of Trustee duties and responsibilities.

Act as a member of a Board and assumes individually only those duties delegated by the Board.

Utilize the Library Trustee manual and acquires full knowledge or awareness of local, state and federal laws pertaining to the governance of a public Library.

Attend all Board meetings, and, as elected officials, are subject to RSA 643, the Abuse of Office Law.

Three or more unexcused absences during the period between annual Town elections may be cause for the Board to ask that member to resign. Absences shall be considered excused if prior notice is given to the Chair, Secretary or Library Director.

COURSE FOR BOARD MEMBER NOT DOING DUTIES

We believe that all Trustees plan to do their best in their role as Trustee. When a Trustee is perceived as not performing their duties, by a member of the community or the Board, a dialog must be started to address the issue. Any Trustee or member of the public may initiate a discussion regarding performance of duties. The Board will discuss in open session the issue and make recommendations.

Official Oppression – A public servant, as defined in RSA 640:2, II, is guilty of a misdemeanor if, with a purpose to benefit himself or another or to harm another, he knowingly commits an unauthorized act which purports to be an act of his office; or knowingly refrains from performing a duty imposed on him by law or clearly inherent in the nature of his office, RSA 643:1 Official Oppression.

The Chair shall notify any Trustee thus asked to resign by first class mail at his/her last known address.

ARTICLE 5

LIBRARY POLICIES

List of Policies and Procedures for public information purposes and date reviewed or policy status.

Canaan Town Library COVID-19 Health & Safety Policy, Reviewed February 2022

Chromebook Policy, Reviewed February 2022

Circulation Policy (Scheduled for review in 2022)

Collection Development Policy (Scheduled for review in 2022)

Confidentiality Policy (Scheduled for review in 2022)

Gift Policy (Scheduled for review in 2022)

Personnel Policy (Needs to be created)

Phases of Service (Reviewed December 2021)

Program Policy (Scheduled for review in 2022)

Rules of Conduct (Scheduled for review in 2022)

Solicitation and Display Policy (Scheduled for review in 2022)

Technology Use Policy — updated April 2014 (Scheduled for review in 2022)

Unattended Children Policy (Scheduled for review in 2022)

ARTICLE 6

COMMITTEES

All such committee meetings shall be noticed and conducted in accordance with the requirements of RSA 91-A. The number of Trustees on any committee must be less than a quorum of the Board. Other/Special Committees and Advisory Committees may be appointed by the Board of Trustees.

The Chair of the Board of Trustees shall serve as an ex officio member of all committees.

The following Committees and Advisory Committees, subject to the approval of the Board of Trustees, are part of the Canaan Town Library. Membership of a committee must include at least one Trustee and may include members of the public. Public members as approved by the board and appointed by the Chair.

TRUSTEE & ADVISORY COMMITTEES LIST

Strategic Planning Committee

Currently working on a 5-year plan.

Members: Library Susan Nero and Kathleen Peters

Marketing Committee

Point person: Susan Nero

Members: Amy Thurber, Angie Robinson, Laura McDermott

Events Committee

Point person: Kathleen Peters

Members: Angie Robinson,

Annual Reviews Committee

Point person: Derek Herro

Members: Angie Robinson,

Library Policy Review Committee

Point person: Laura McDermott

Members:

ARTICLE 7

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, subject to the control of the Board of Trustees.

Shall attend meetings of the Board of Trustees.

Shall make such reports and carry out such other duties as may be assigned by the Board of Trustees.

(All subject to the supervision and approval of the Board of Trustees.)

ARTICLE 8

ANNUAL REVIEWS

Annual reviews will be conducted in February of each year. The information from all reviews will be ready for the Trustee Board to review by the April Board Meeting. The purpose of reviews is to gather structured feedback, areas/items of achievement, and areas/items for future improvement.

Library Director annual review will be conducted by the Trustee Board.

Library Staff annual reviews will be conducted by the Library Director and reviewed by the Trustee Board.

Library Trustee Board will conduct a self-review.

ARTICLE 9

AMENDMENTS

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