Barrington Public Library
BY-LAWS
Approved 07-15-2014, Updated 07-21-2020

ARTICLE I: OBJECT
The object of these by-laws is to provide for the management and administration of the Barrington Public Library.

ARTICLE II: BOARD OF TRUSTEES
Section 1: Powers and Duties. The Board of Trustees shall hold the property of and have the custody, management and control of the Library for the uses of a public library, except trust funds held by the Town of Barrington; shall annually file reports required by RSA 202-A:12; and shall conform to the provisions of RSA 202-A:11 in all respects.

Section 2: Monies. The Board of Trustees shall direct the expenditure of monies appropriated annually by the Town of Barrington, pursuant to RSA 202-A:4; and shall hold and invest monies received by gift, bequest or otherwise.

Section 3: Residency. A Trustee must be a resident of the Town of Barrington.

Section 4: Number and Election. The number of Trustees shall be seven (7). The voters of the Town of Barrington shall elect them in staggered three (3) year terms.

Section 5: Vacancies. Vacancies in the Board of Trustees caused by resignation, death, a change to non-residency status, or any other cause shall be filled by the Board of Selectmen under provisions of RSA 202-A:10 after the library board of Trustees has forwarded nominations to the Board of Selectmen.

Section 6: Alternates. The Board of Trustees may nominate up to three (3) alternates to be appointed by the Board of Selectmen, pursuant to RSA 202-A:10. Such appointments are valid for one year, and alternates may be reappointed for an indefinite number of years. Alternates are expected to attend all Trustee meetings, but may only vote if a duly elected Trustee is absent. The residency requirement is the same as for Trustees.

ARTICLE III OFFICERS
Section 1: Officers. The Officers of the Board shall be Chair, Vice Chair, Secretary, and Treasurer. They shall be elected from among the Board at the April meeting each year.

Section 2: Chair. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint committees, execute documents authorized by the Board, and generally perform all duties associated with that office.

Section 3: Vice Chair. The Vice Chair shall serve in the absence of the Chair, and perform any other duties as needed.

Section 4: Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall be responsible for the filing of minutes at the Library within five (5) business days, and shall perform other such duties as are generally associated with that office, including keeping an updated record of Trustees names, contact information, and re-election years.

Section 5: Treasurer. The Treasurer shall be responsible for supervision of Trust funds, all discretionary funds held by the Trustees, and for annual reports to the Town and the State. The Treasurer shall also be responsible for compiling and submitting all records for Trustee accounts which the town auditor requests yearly. The Treasurer shall perform other duties as needed.

ARTICLE IV: COMMITTEES

Section 1: Committees. The Chair shall appoint committees for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Board.

Section 2: Powers. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted power to act.

Section 3: Committee Reports. Committees shall make a progress report at each meeting of the Board.

ARTICLE V: MEETINGS

Section 1: Regular Meetings. Regular meetings shall be held each month at the Library (or such other place as the Board may determine) at a day and time determined by the Board. All meetings are open to the public, except for non-public session meetings concerning private personnel matters that require confidentiality. All public and non-public sessions are subject to New Hampshire's Right To Know Law, RSA 91-A. *Change to non-public sessions are allowed for reason per RSA 91-A:3 II (a),(b),(c),(d),(e),or (i).*

Section 2: Special Meetings. The Chair may call special meetings at any time when the business of the Library requires.

Section 3: Annual Meeting. The Annual Meeting shall be the first meeting following the March town elections, at which time newly elected and re-elected Trustees will take office, and officers shall be elected and installed.

Section 4: Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) Trustees, including alternates filling in for Trustees. Unless otherwise provided by these by-laws, an affirmative vote by a majority of the Trustees present shall be necessary to approve any action before the Board.

Section 5: Attendance. Trustees are expected to attend all meetings. A Trustee or Alternate who misses more three (3) meetings in a year may be asked to resign.

Section 6: Order of Business. The Chair shall provide a written agenda for each meeting that includes, but is not limited to the following: acceptance of minutes, treasurer's report, director's report, and new and old business.

ARTICLE VI: LIBRARY DIRECTOR AND STAFF
Section 1: Library Director. The Board shall appoint a qualified librarian with a MLS (Master's Degree in Library Science) or equivalent certification who shall be the administrative officer of the Library, under the review and direction of the Board of Trustees. The Library Director is not a voting member of the Board.

Section 2: Duties. The Director shall, in consultation with the Board, appoint and specify the duties of other employees, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of materials in keeping with the stated policy the Board, for the efficiency of Library service to the public, and for its financial operation within the limits of the budgeted appropriation.

ARTICLE VII: FISCAL YEAR
The fiscal year shall be the calendar year.

ARTICLE VIII: POLICY RULES
Policy rules may be adopted or amended by a majority vote of the Board at any meeting.

ARTICLE IX: AMENDMENT
Amendments to these by-laws may be proposed at any regular meeting, and notice thereof shall be included on the agenda of the next regular meeting. A two thirds (2/3) vote of the Trustees is required for the adoption of such amendment.

Attachment: RSA 202-A: 11 & RSA 202-A: 12

NH CHAPTER 202-A
PUBLIC LIBRARIES

Section 202-A:11

202-A:11 Powers and Duties. –

Except in those cities where other provision has been made by general or special act of the legislature, the library trustees of every public library in the state shall:
I. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;
II. Prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction, capital improvements of existing library property;
III. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation;
IV. Expend income from all trust funds for library purposes for the support and maintenance of the public library in said town or city in accordance with the conditions of each donation or bequest accepted by the town or city;
V. Appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment unless, in the cities, other provision is made in the city charter or ordinances.

Source. 1917, 59:1. 1919, 35:1. PL 10:56. 1927, 82:4. 1933, 60:3. RL 15:59. 1943, 90:2. RSA 202:10. 1963, 46:1. 1983, 272:1. 2000, 9:4, eff. April 16, 2000.

Section 202-A:12

202-A:12 Annual Reports. – Every library regularly open to the public, or to some portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in an organization or association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees' care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such

recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the commissioner of natural and cultural resources may require.

Source. 1917, 59:1. PL 10:57. RL 15:60. RSA 202:11. 1963, 46:1. 1990, 73:1. 1998, 363:3, eff. Aug. 25, 1998. 2017, 156:38, eff. July 1, 2017.