

### **III. BOARD OF TRUSTEES:**

1. The Board of Library Trustees will consist of seven members, elected by the citizens of Hollis. Their terms shall be for three years. In a three-year cycle, 2 members shall be elected in two of the years and three members shall be elected in every third year. If a vacancy occurs, a new member of the Board shall be appointed by the Selectmen to complete the former member's term. The Trustees shall provide the Selectmen with the name of a qualified candidate who is willing to serve on the Board.
2. Election of Trustee officers will be held at the annual meeting, following Town elections in March.
3. Trustee officers shall be Chairman, Vice-Chairman, Secretary, and Treasurer.
4. A minimum of six meetings will be held yearly. Special meetings may be called by the Chairman or by any two Trustees. See addendum: *Right-to-Know Act*, RSA 91-A:2, II.
5. A quorum will consist of four Trustees.
6. Responsibilities of the Board of Trustees include the following:
  - a. Appointment of the Library Director and, in consultation with the Library Director, all other employees of the Library.
  - b. Determination of their compensation and other terms of employment.
  - c. Attention to the quality of their work.
  - d. Overseeing the maintenance of the Library building.
  - e. Preparation of the annual operating budget of the Library, in consultation with the Library Director, for submission to the Town government.
  - f. Preparation of separate budgets for new construction or capital improvements to the existing Library building.
  - g. Expenditure of all money raised or appropriated for or donated to the Library.