



Hollis Social Library • 2 Monument Square • PO Box 659 • Hollis, NH 03049  
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## Board of Trustees Bylaws

### I. Membership

1. The Hollis Social Library, a public library, is maintained by the Town of Hollis under NH RSA 202-A, and is governed by a Board of Trustees composed of seven (7) legal residents of the Town of Hollis, elected by the citizens of Hollis to serve three (3) year terms.
2. Library Trustees terms shall be staggered. In a three-year cycle, two (2) members shall be elected in two of the years and three (3) members shall be elected in every third year.
3. 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.
4. Trustees may be reimbursed for necessary travel expenses to attend professional meetings and other expenses, as approved by a majority vote of the Board, but shall not receive any other compensation for any services rendered as a Trustee, as stated in NH RSA 202-A:14. Trustees shall be considered patrons in regards to library services and materials.
5. A Library Trustee may not be an employee of the Library due to conflict of interest and ethical issues. The immediate family members of a Trustee (children, spouse, stepchildren, grandchildren, parents) also may not be employed by the library during that Trustee's tenure.
6. Membership in the NH Library Trustees Association will be provided for all Trustees in the Library budget.

### II. Officers and Their Duties

1. The officers shall be a Chairperson, Vice Chairperson, Treasurer, and Secretary. The officers of the Board of Trustees shall be elected from among the elected Trustees at no later than the second Board meeting after Town Meeting and serve until their successors are duly seated.
2. The Chairperson shall issue the agenda for and preside at all meetings of the Board, authorize calls for special meetings of the Board, appoint all committees, serve as ex officio member of all committees, execute all documents authorized by the Board, be an authorized signature on all trustee accounts, and perform all duties associated with the office.

3. The Vice Chairperson shall perform all duties of the Chairperson in the absence or inability of the Chairperson.
4. The Treasurer shall be the disbursing officer of the Board, be an authorized signature on all Trustee accounts, and shall perform such other duties as are associated with the office. In the absence or inability of the Treasurer, these duties may be performed by other members as the Board designates.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, see that all minutes are promptly recorded and open to public inspection not more than 5 business days after the meeting, and perform such other duties as are generally associated with the office. The position of Secretary may be shared by another Trustee who is not the Chair or the Treasurer. In the absence or inability of the Secretary to perform these duties, they may be performed by other such members as the Board designates.

### **III. Duties of the Board**

1. The Trustees possess the power and authority, and assume the duties and responsibilities, provided under the laws of the State of New Hampshire including without limitation NH RSA 202-A, which are incorporated herein by reference.
2. The Board shall establish policies and procedures for its own transaction of business and the government of the library (NH RSA 202-A:11). The Library Director will recommend and the Board shall review and approve library policies. These policies shall be reviewed regularly.
3. The Board of Trustees shall have the entire custody and management of the Library and of all property of the town relating thereto (NH RSA 202-A:6). The powers and duties of the Board of Trustees shall be governed by the NH State Library Laws (NH RSA 202-A).
4. The Board shall appoint a Library Director who is not a Trustee. The Library Director shall be responsible to and report only to the Board.
5. The Board shall, in consultation with the Director, approve the appointment of all library employees and determine their compensation and terms of employment.
6. In the hiring of Library personnel, the Board of Trustees shall conform to all federal and state non-discriminatory hiring laws.
7. The Board, in consultation with the Director, shall prepare the annual budget, present the Board approved budget to the appropriate municipal authorities, and, if requested, be available to answer queries at budget meetings and the Town Meeting. The Trustees shall oversee the management of the approved budget and the expenditure of monies raised and appropriated or received as income from Library trust funds.
8. The Board shall establish and manage a non-lapsing account to hold monies received from fines and income generating equipment. At its discretion, the Board may establish other financial accounts and shall manage

them. Further, the Board will accept gifts of money or personal property in accordance with NH RSA 202-A:4-d.

9. The Trustees may hire and take legal counsel as deemed necessary.
10. A Trustee is expected to be active in the community, having the ability to work with other board members, staff and the public. Above all, Trustees should be open-minded and forward-looking, seeking all opportunities to best serve the interests of the Library in its service to the community. A Trustee is willing and ready to devote time and effort.

#### **IV. Meetings**

1. A minimum of six meetings will be held yearly at a time and place to be determined by the Board. Except for nonpublic session, all meetings shall be open to the public.
2. The Board may allow public comment during its meetings. Public comment must adhere to the following:
  - a. Public comments are only permitted during the time designated on the meeting agenda.
  - b. Unless additional time is granted by the Board Chairperson, each speaker will have a maximum of 2 minutes.
  - c. The Chairperson is the designated spokesperson for the Board. Those wishing to make public comment must state their name and address for the record and direct their comments to the full Board through the Chairperson. Anyone refusing to identify themselves will not be permitted to speak.
  - d. Comments should be brief, to the point, and about Library business only. Negative comments to individual Board members or Library personnel will not be tolerated, nor will language that is considered offensive, harassing, or profane.
  - e. The Chairperson and the Board shall not engage in dialogue with the speakers, and there shall be no debate.
  - f. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting.
  - g. Minutes are a summary of the Board's discussion and actions. The aforementioned meeting minutes shall be the official record of the meeting. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the Board will be included in the Library's files rather than the minutes. A brief summary of the public comments will be included in the minutes.
3. The Board of Trustees may meet in non-public session in accordance with NH RSA 91A-3.
4. The Library Board of Trustees will also comply with NH RSA 91A:2-a in regards to communications outside regularly scheduled meetings.
5. Special meetings may be held at any time at the call of the Chairperson, or any two (2) Board members, for the conduct of business as stated in the call for the meeting.
6. Emergency meetings may be called when immediate undelayed action is deemed imperative. The nature of the emergency shall be clearly spelled out in the meeting minutes.

7. In the absence of the Chairperson, the Vice Chairperson will preside at Board meetings. The Treasurer shall preside in the event both the Chairperson and Vice Chairperson are absent.
8. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board being present. An affirmative vote of the majority of all members present at the time will approve any action before the Board unless otherwise directed by these bylaws.
9. Trustees are expected to attend all Board meetings. Three (3) unexcused absences during the year between town elections shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given to the Chairperson of the Board or the Board member acting as Chairperson.
10. Subject to NH RSA 91A:2, III, and upon advance notice to the Chairperson and Library Director, a Trustee may attend a meeting other than by attendance in-person, when such in-person attendance is not reasonably practical. The reason shall be stated in the minutes. Participation may be by electronic communication, telephone, or otherwise so long as the public can hear, read, and discern the meeting discussion.
11. Any Trustee, including the presiding officer, may move or second and vote on any proposal before the Board.
12. Any rule or motion passed by the Board, including these bylaws, may be temporarily suspended in connection with the business at hand by a majority vote of all Board members, as long as these actions are in accordance with all pertinent NH RSAs.
13. The latest edition of Robert's Rules of Order shall govern in the parliamentary procedures of the Board.

## **V. Committees**

1. The Chairperson shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time.
2. Committees will make regular reports on their progress to the Board. It will be discharged after it has given a final report to the Trustees.
3. No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the Board.

## **VI. Library Funds**

1. **Annual Costs and Capital Improvements:** Pursuant to NH RSA 202-A:4, the Hollis Social Library relies on the Town of Hollis to provide all funds for annual, recurring costs sufficient to provide and maintain adequate public library service, including staff salaries and benefits, building maintenance, general grounds upkeep, new and circulating materials, supplies, and equipment. The Hollis Social Library also relies on the Town of Hollis to provide funding for capital improvements.

2. **Income from Trust Funds held by Town of Hollis:** Pursuant to NH RSA 202-A:11, the Library Trustees shall expend the interest income generated by trust funds held by the Town of Hollis under NH RSA 202-A:22 for the support and maintenance of the public library and in accordance with any conditions on the funds imposed when receiving funds from the donor. Expenditure can include periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.
3. **Unanticipated Monies:** Pursuant to NH RSA 202-A:4-c, III, unanticipated money received shall be used for legal purposes for which a town may appropriate money, including periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.
4. **Gift and Donation Funds held by the Library Board of Trustees:** The Trustees shall expend gift and donation funds given directly to the Hollis Social Library and held by the Library Trustees pursuant to NH RSA 202-A:4-c, and income generated thereby, for the support and maintenance of the public library and in accordance with any conditions on the funds imposed when receiving funds from the donor. Expenditure can include periodic upgrades and improvements to public library service, such as materials, that are outside of the annual, recurring costs provided for by Town funds.
5. **Fine and Lost/Damage Book Monies and Monies from Income Generating Equipment:** Pursuant to NH RSA 202-A:11-a, the Library Trustees shall expend monies from fines, lost/damage books, and income generating equipment for general repairs and upgrading, and for the purchase of books, supplies and income generating equipment.
6. **Budget:** The Board of Trustees, with the co-operation of the Director, will prepare the annual budget, present the approved budget to the proper town officers and be available to answer queries at budget hearings and the Town Meeting. The Library's fiscal year follows the Town's fiscal year, which is currently January 1st through December 31st.

## VII. Review and Amendment

1. These bylaws shall be reviewed and revised by the Hollis Social Library Board of Trustees as needed.
2. A majority vote of all members of the Board at any regular meeting of the Trustees shall amend these bylaws, providing that all proposed changes have been submitted to all Trustees in writing at least ten (10) days prior to the meeting at which such action is proposed.

Approved: April 23, 1997

Reviewed/Revised: October 12, 2004, October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019, March 13, 2023

Reviewed by Legal Counsel: February 2023