

James E. Nichols Memorial Library

Bylaws of the Board of Trustees

I: Name

This organization shall be called the James E. Nichols Memorial Library Board of Trustees (herein referred to as the Board).

II: Mission & Purpose

A. The Mission of the James E. Nichols Memorial Library is:

- To make this Library open and free to all, not only to the residents of the town of Center Harbor, but equally so to the people and children of the surrounding towns, and that a most earnest and cordial welcome may be extended to the summer cottages and visitors¹; and
- To provide materials, programs and services to meet the informational, educational, cultural, and recreational needs of Center Harbor, the surrounding community and its guests and visitors. By so doing, the Library hopes to promote the communication of ideas and to encourage an enlightened and enriched citizenship.

B. The purpose of the Board shall be to administer Library business on behalf of the James E. Nichols Memorial Library and the Town of Center Harbor, in keeping with this Mission.

III: Membership

A. The Board shall be composed of five (5) members elected at Town Meeting, at least three (3) of whom shall be residents of Center Harbor.

B. The Board may recommend up to three (3) alternates to be appointed by the Center Harbor Board of Selectmen. Alternates shall not have a vote except when a trustee is absent and unavailable.

C. The term of office for Trustees shall be three (3) years, which shall be staggered, or until their successors are elected or appointed. The term of office for alternates shall be one (1) year.

D. Within two (2) months of notification of a Trustee vacancy, the Center Harbor Board of Selectmen shall appoint a qualified candidate recommended by the Board to fill that vacancy.

E. Trustees shall not be compensated for services rendered as a Trustee.

F. A Trustee Emeritus may be appointed by a two-thirds vote of the Trustees. A Trustee Emeritus shall be considered a lifetime member of the Board of Trustees without voting rights.

IV: Duties of Trustees

The Trustees, as the governing body of the James E. Nichols Memorial Library, shall:

1. Adopt bylaws, rules and policies for its own transaction of business and for the governance of the Library

¹ *Dedication of the James E. Nichols Memorial Library.* Bound manuscript, [n/d, ca. 1911]. Nichols Memorial Library, p. 41.

2. Prepare an annual budget that indicates what public funding the Library will require, and submit this budget to the Center Harbor Board of Selectmen. A separate budget request shall be submitted for capital improvements of existing library property
3. Expend funds raised and appropriated by the Town for Library purposes
4. Use all monies from gifts, book sales, payments for lost or damaged books, income-generating equipment, and any other miscellaneous income for Library purposes. These monies shall be held in a non-lapsing, separate fund account
5. Expend income from the Nichols Memorial Library Trust in accordance with the conditions of James E. Nichols' bequest
6. Hire a Librarian, who shall not be a trustee; and in consultation with the Librarian, hire all other employees of the Library. Determine compensation and other terms of employment for all Library employees.

V: Officers

- A. The Officers shall be a Chair, a Treasurer and a Secretary.
- B. The Officers of the Board shall be elected at the first Board meeting after Town Meeting, and serve until the next Town Meeting or until the election of their successors. Officers may serve more than one (1) term.
- C. A vacancy in a Office shall be filled by vote of the Trustees at the next regular meeting or a special meeting called for that purpose.
- D. The Chair shall:
 1. Preside at all meetings of the Board
 2. Authorize calls for special meetings of the Board
 3. Appoint all committees except those made by a motion passed by a majority of the Board
 4. Be an authorized signatory on all Library accounts
 5. Perform all other duties generally associated with the office.
- E. The Treasurer shall:
 1. Oversee the budget
 2. Review all requests for disbursement of monies from the Town appropriation for the Library before submitting the requests to the Town for payment
 3. Be responsible for all monies received from gifts, activities and the Nichols Memorial Library Trust, and any other miscellaneous income
 4. Provide written monthly financial reports to the Board for approval
 5. Be an authorized signatory on all Library accounts
 6. Perform all other duties generally associated with the office.
- F. The Secretary shall:
 1. Keep a true and accurate record of all meetings of the Board
 2. Make a draft copy of the minutes available to the public within five (5) business days of the meeting

3. Perform all other duties generally associated with the office.

VI: Meetings

- A. Within one (1) month after Town Meeting, the Board shall meet to set its schedule of regular meetings, which may be changed at any time at their discretion. Regular meetings shall be held at the James E. Nichols Memorial Library or other such place as the Board may choose.
- B. All Trustee meetings shall be open to the public. Meeting dates shall be posted at least 24 hours in advance in the Library, and at the Town Hall and Post Office, and on the Library website.
- C. A quorum shall consist of three (3) members of the Board.
- D. The latest edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the Board.
- E. Trustees and alternates are expected to attend all Board meetings. However, for good cause, the Chair may excuse a Trustee from a particular meeting.

VII. Committees

- A. The Chair may appoint special committees as needed.
- B. Each committee chair shall make periodic reports at meetings of the Board.
- C. No committee shall have other than advisory powers.

VIII. Librarian

- A. The Board shall hire a qualified Librarian who shall be the executive administrative officer of the Library pursuant to NH RSA 202-A:15.
- B. The Librarian shall recommend to the Board the appointment of other employees and specify their duties. The Board, in consultation with the Librarian, shall hire all employees.
- C. The Librarian shall be responsible for:
 1. Proper direction and supervision of the staff and volunteers
 2. Care and maintenance of library property
 3. Proper and adequate selection of library resources in keeping with the policies established by the Board
 4. Efficient provision of library services to the public
 5. Submitting a written report to the Trustees at all Board meetings.
 6. Any other duties generally associated with the position, as directed by the Board.

XI. Amendments

The Board may amend these Bylaws at any regularly scheduled meeting at which a quorum is present, provided written notice has been given to all Board members at least five (5) days prior to the meeting. Any changes in these Bylaws shall be sent in writing to the New Hampshire State Library.

Amended & Approved November 25, 2019
Approved March 28, 2011