

WIGGIN MEMORIAL LIBRARY
TRUSTEE BY-LAWS

05/2019

- A. Powers and Duties (RSA 202-A:11, A:13, A:15)
1. Adopt bylaws, rules and regulations for its business and for the government of the library.
 2. Prepare an annual budget for operation of the library. A separate budget request will be submitted for new construction or capital improvements.
 - a. The trustees with the library director will draft a budget each year to be presented in person to the Select Board. This will be in the format requested by the Town Administrator and Select Board.
 - b. Trustees will also be responsible for submitting written articles for inclusion in the town warrant as needed.
 3. Expend the town appropriation and all additional funds received for the library.
 - a. The library trustees shall have the entire custody and management of the public library including appropriated and other revenues. (RSA 202-A:6)
 4. Expend income from all trust funds for library purposes within conditions of any bequest or trust.
 5. Hire a library director (who cannot be a trustee). Determine compensation and other terms of employment for all library employees.
- B. Elections, Alternates, Vacancies, Terms
1. The Wiggin Memorial Library has 5 elected library trustees who serve staggered 3-year terms. (RSA 202-A:6)
 2. After election or appointment, a trustee or alternate trustee must take an oath of office (administered by Town Clerk) within 14 days of assuming responsibilities.
 3. Vacancies on the board of library trustees will be filled by the Select Board within two months. (RSA 202-A:10) The board of library trustees may recommend an appointee.
 4. The board of library trustees may recommend to the Select Board up to 3 persons to serve as alternate members when elected members are unable to attend a meeting. Alternate members will be appointed to one-year terms. (RSA 202-A:10)
 5. It is the practice of this board to request that elected trustees will serve not more than 2 consecutive terms, not including appointments to fill a vacant position or to an alternate position. Future involvement is strongly encouraged.
- C. Public Meetings
1. A public library is a “public agency” and the library board of trustees is a “public body” for purposes of RSA 91-A (“Right to Know” law) and subject to it. However, RSA 201-D:11 (“Library User Records; Confidentiality.”) states that Library records which contain the names or other personal identifying information regarding the patrons shall be confidential and shall not be disclosed.
 2. The trustees will hold monthly public meetings at a definite time set by them: time and place to be announced publicly. (RSA 91-A:2)
 3. Minutes of all meetings will be kept and open to public inspection except as allowed under RSA 91-A:3.
- D. Board Procedures, Commitments
1. Meeting procedures:
 - a. The trustees will make decisions as a board at public meetings, with final vote being recorded by the secretary.
 - b. The Board has determined a quorum to be 3 elected members.

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- c. Public statements concerning the library will be made by the Chair of the Board of Trustees, her designee, the Board as a whole, or the library director when assigned by the Board.
 - d. A chairperson, treasurer, and secretary will be elected by the board annually at the beginning of the first meeting following the election of library trustees. Traditionally, the chairperson will be a person serving the last year of her current term unless otherwise determined by the board.
2. Commitments:
- a. Each elected and alternate trustee is expected to attend at least 75% of monthly board meetings.
 - b. No trustee of any public library shall receive any compensation for services rendered in that position. (RSA 202-A:14)
 - c. The library will pay for memberships in the New Hampshire Library Trustees Association for all elected and alternate trustees. Trustees are encouraged to attend education sessions offered by the association.
 - d. All trustees (elected and appointed) are charged to be active in the community, having the ability and inclination to work with other board members, library staff, and the public. Every trustee is charged with library advocacy, seeking all opportunities to best serve the interests of the library.
 - e. Elected and appointed trustees are expected to participate fully in the work of the board.

Signatures of the Board of Trustees indicates adoption of this policy.

Susan E. Wilbur, Trustee Date: 5/20/19

[Signature], Trustee Date: 5/20/19

[Signature], Trustee Date: 5.20.19

Michael Ginter, Trustee Date: 20 MAY 19

[Signature], Trustee Date: 5/20/19