



CONWAY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Seven Trustees shall be elected to a three year term on a regular ballot at Town Meeting in accordance with New Hampshire Statutes (see Chapter 202:A Public Libraries). Candidates must file for the office with the Town Clerk, as announced in February. There is no filing fee. After the election, those elected shall be sworn in by the Town Clerk.

According to state law, no Trustee shall receive any compensation for services rendered as Trustee.

Whenever a vacancy occurs among the trustees, the Board of Selectmen shall, by law, fill it by appointment until the next Town Meeting. The Chairperson of the Trustees shall notify the Selectmen of the vacancy and provide a recommendation for a replacement.

Each Trustee is expected to attend at least 75% of the meetings each year.

Regular meetings shall be held in the library every month on the third Monday, unless voted otherwise by the Trustees. A special meeting may be called by the Chairperson or Library Director. A quorum shall consist of four members.

The Library Director (or Assistant Librarian) shall attend all meetings of the Trustees except those in executive session.

The following officers shall be elected by the Board each year:

Chairperson, who presides at all meetings of the Board, and is responsible for the proper conduct and effectiveness of such meetings. He/She authorizes the call for any special meeting, appoints committee members, executes all documents authorized by the Board, and generally performs all duties associated with that office.

Vice Chairperson, who assumes all duties of the Chairperson in his/her absence.

Secretary, who is responsible for an accurate and timely record of all meetings of the Board, and performs other duties associated with that office.

Treasurer, who works with the Library Director to insure that appropriate financial reports are made available to the Board on a timely basis. He/She assists the Library Director in preparing the annual budget, and presenting the budget to the Board for approval. He/She participates in the annual audit, and is responsible for reviewing any concerns related to the Library, and answering Board member's questions about the audit. He/She authorizes bills for payment, and performs all duties associated with that office.

Trustees may be removed from these offices at any meeting of the Board by a majority vote, in which event new officers will be elected from among the Trustees.

Committees shall be formed on an ad hoc basis. All minutes from committee meetings shall be kept on file in the library.



Trustees may be reimbursed for state association dues and mileage to attend conferences and workshops.

Trustees will abide by all applicable laws regarding workplace harassment and hostile work environments.

The Trustees are the governing body of the Conway Public Library. Their duties shall include the following:

1. Formulation, adoption, and revision of policies.
2. Attainment of standards contained in the Conway Public Library Trustees Code of Ethics.
3. Maintenance and future development of the Library and of the grounds.
4. Hiring, dismissal, and annual performance evaluation of the Library Director. The Library Director will interview candidates for additional staff positions and shall make hiring recommendations to the Board.
5. Submission of necessary reports to the town and state as required by law.
6. Participation in procuring adequate financial support for the Library.
7. Expenditure of the trust funds and the town funds appropriated for the Library.

Remote Participation in Meetings By Trustees

Participating in meetings remotely is suboptimal and should not be a normal course of action. Trustees may participate in meetings remotely although a majority or quorum of the Board must be physically present. Trustees shall inform the Chair of their desire to participate remotely at least one week in advance of the meeting. Trustees need to provide a legitimate reason for participating remotely. The Chair will either allow or not allow the request. In the event the Chair wants to participate remotely, they shall make the request to the Vice Chair. Meeting minutes shall note who is attending the meeting remotely.

Remote meeting participation will be consistent with RSA 91-A:2, III. If a Trustee participates remotely the following conditions must be met:

- Each part of the meeting must be audible “or otherwise discernable” to the public at the location of the meeting.
- Any member participating remotely must identify the persons present in the location from which the member is participating.
- All votes must be by roll call.

Annual Review of Bylaws

Bylaws will be reviewed annually.

Adopted by the Conway Public Library Board of Trustees, July 25, 2011, revised 8/15/16, revised January 18th, 2022.