

Dudley Tucker Library  
Interim Bylaws of the Board of Library Trustees

I: Name

This organization, established in 1908, with funds from the Carnegie Foundation Grant in 1906, in partnership with the citizens of Raymond, shall be called "The Board of Library Trustees of the Dudley-Tucker Library" existing by virtue of the provisions of Chapter 202-A of the Laws of the state of New Hampshire, and exercising the powers and authority and assuming the responsibilities thus delegated (herein referred to as the Board).

II. Mission and Purpose

A. The Mission of the Dudley-Tucker Library is:

- To make this Library open and free, not only to the residents of the town of Raymond, but equally so to the people and children of the surrounding towns, and that a most earnest and cordial welcome may be extended to all visitors; and,
- To provide material which will aid them in the pursuit of education, information, research, and recreation.

It is our philosophy that by doing so, the Library and its Board will promote the communication of ideas and encourage an enlightened citizenship, advancing the guidelines of the Carnegie Foundation.

B. The purpose of the Board shall be;

- To administer Library business on behalf of the Dudley-Tucker Library and the Town of Raymond, in keeping with this Mission.

III: Membership

Section 1. The library board shall consist of three members, elected in accordance with the provisions of Chapter 202-A:6.

Section 2. A term of service is defined as three years.

Section 3. Trustees are elected for three-year terms on a rotation basis.

Section 4. All trustees shall be legal residents of the Town of Raymond.

Section 5. No employee of the Dudley-Tucker Public Library may be a member of the Board of Trustees.

Section 6. No member of a board member's immediate family shall be employed by the Library during said board member's term of office.

Section 7. Vacancies on the board will be filled in accordance with RSA 202A:10.

#### IV: Officers

Section 1. The officers shall be a chairperson, a secretary, and a treasurer, elected from among the trustees at the first meeting (annual meeting) of the board following election.

Section 2. Each term of office shall be one year from the annual meeting following election; each officer shall serve in his or her elected capacity until a successor is duly elected.

Section 3. The chairperson shall preside at all meetings of the board, establish and post agendas, authorize calls for any special meetings, execute all documents authorized by the board not assigned to another board member, and generally perform all duties associated with that office.

Section 4. The secretary, in the event of the absence or disability of the chairperson, shall assume and perform the duties and functions of the chairperson. At scheduled meetings, when there is a quorum present, the secretary shall take minutes and handle any needed correspondence, publish draft versions of the minutes, publish amended and accepted versions of the minutes, and send copies to the town.

Section 5. The treasurer shall be the disbursing officer of the board, shall sign all checks, and shall perform such duties as are generally associated with the office. The treasurer shall be bonded at the discretion of the board. In the absence or disability of the treasurer, his/her duties shall be performed by another member of the board as the board may designate.

Section 6. The director, or assistant director in the absence or disability of the director, shall issue notice of all regular and special meetings, and shall perform such other

duties as assist the board and do not detract from the regular duties of the director position.

## V: Meetings

Section 1. There shall be a minimum of ten regular meetings per year, within regular business hours for the Library, the date and hour of which will be set at the end of each meeting. Future meeting times may be adjusted before the closure of a meeting in order to avoid conflicts.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and annual review of the by-laws, shall be held at the next regularly scheduled board meeting following the annual town election of library board members.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to order.
2. Disposition of minutes of previous regular meetings and any intervening special meeting.
3. Unanticipated Funds Approval
4. Old Business.
5. New Business.
6. Director's Report.
7. Building Issues.
8. Public Comment. (sequence at Chair's discretion)
9. The date and hour of the next regular or special meeting.
10. Adjournment.

Section 4. Special meetings may be called at the discretion of the chairperson for the transaction of business as stated in the call for the meeting.

Section 5. If for any reason a regularly scheduled meeting cannot be held due to illness, pandemic, disaster, or other officially recognized emergency, the Board may still meet via virtual technology. Access to the meeting will be made public.

Section 6. A quorum for the transaction of business at any meeting shall consist of two out of three members of the board present. If two members are physically present to satisfy the quorum the third may join via virtual technology.

Section 7. Conduct of meetings: Proceedings of all meetings shall be modified from Robert's Rules of Order (Current edition) at the Chair's discretion to fit the Board's needs.

VI: Library Director and Staff.

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board, and to whom the board delegates the authority and responsibility for administration of the library.

The Library Director shall be responsible for posting any vacant positions, hiring a qualified librarian for all other positions, and conducting annual evaluations of performance, with advice from the Town of Raymond Human Resources Manager and Board, if requested.

VII: General.

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move or second a proposal before the board.

Section 2. The bylaws may be amended by a two-thirds vote of all members of the board provided written notice of the proposed amendment shall have been distributed to each member at least 14 days prior to the meeting at which such action is proposed to be taken.

Section 4. All candidates for the office of Library Trustee shall be provided by the director with a copy of the Library Trustees' by-laws.

Voted on and approved by the Board of Library Trustees as Interim By-Laws on:

Date: \_\_\_\_\_, 2024

Chair \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_