

**BY-LAWS of the BOARD OF TRUSTEES  
ABBIE GREENLEAF LIBRARY**

**I. Membership**

1. The Abbie Greenleaf Library, a public library, is maintained by the Town of Franconia under NH RSA 202-A, and is governed by a Board of Trustees composed of seven (7) voting residents of the town, elected to serve staggered terms of three (3) years.
2. The Board of Trustees shall have the entire custody and management of the Library and of all property of the town relating thereto (RSA 202-A:6). The powers and duties of the Board of Trustees shall be governed by the NH State Library Laws (RSA 202-A).
3. No member of the Board of Trustees shall receive any compensation for any services rendered as a trustee. Trustees may be reimbursed for necessary travel expenses to attend professional meetings or to conduct library business.
4. Whenever a vacancy shall occur among the publicly elected members of the Board of Trustees, the remaining members shall give notice of the fact to the Selectmen and recommend replacement. The Selectmen shall by appointment fill such vacancy until the next annual Town Meeting (RSA 202-A:10).
5. The Board of Trustees shall appoint a Library Director, who is not a trustee, and in consultation with the Director, shall appoint all other employees of the library 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.

**II. Officers**

1. The officers of the Board of Trustees will be elected for a one (1) year term. The officers shall be a Chairman, Vice-Chairman, Secretary, Treasurer, and Assistant Treasurer.
2. The officers of the Board of Trustees shall be elected at the annual board meeting, to be held in March of each year. Any vacancy which occurs between annual meetings shall be filled at the next regular meeting, or at a special meeting called for that purpose.
3. The Chairman of the Board of Trustees, or Vice Chairman, shall preside at all meetings of the Board, authorize calls for special meetings of the Board, appoint all committees except those made by a motion and passed by a majority of the Board, and perform all duties associated with the office. The Chairman shall prepare and send each Trustee a copy of the agenda for the next meeting and any other relevant material at least three days before the meeting.
4. The Treasurer shall be the disbursing officer of the Board, provide written monthly financial reports, and shall perform such duties as are generally required of the office. The Chairman and the Treasurer shall have the authority to sign checks.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, see that all minutes are on permanent file within seventy-two (72) hours after a meeting at the library, and perform such other duties as are generally associated with the office.

### **III. Meetings**

1. Regular meetings shall be held at the library once each month, on a day acceptable to all members, except during the months of July and August when no meeting shall be held.
2. In accordance with the NH RSA 91A:2, all trustee meetings shall be open to the public.
3. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board of Trustees being present.

#### **I. Amendments to the By-Laws**

The Board of Trustees may amend these by-laws at any regular scheduled meeting providing a quorum is present and changes have been submitted to all of the Trustees four (4) weeks previously.