

**Madison Library
Board of Trustees
BYLAWS**

The Board of Trustees will consist of seven members with an addition of up to three alternates. Trustees will be elected at the annual Town meeting, to serve for a period of three years. Any vacancy during the year will be filled by appointment by the Board of Selectman upon recommendation of the Trustees.

It is recommended that trustees voluntarily limit themselves to no more than two consecutive terms of three years each.

The trustees will meet monthly at the library at a time designated by the trustees. All meetings are open to the public with notices posted as required by law, except for non-public sessions for the reason authorized under RSA Chapter 91-A (see the “Right to Know” policy).

Officers will be elected each year at the first meeting following the annual town meeting. The officers will be chairperson, vice chairperson, secretary, and treasurer who will perform duties of said offices for one 3-year term, pursuant to RSA 202: A6. Additional committee heads will be appointed by the chairperson as needed.

A minimum of four trustees must be present at a meeting in order for any business to be transacted. A majority of those present will decide the issues being voted on, except those issues requiring two-thirds vote according to Robert’s Rules of Order as it relates to a small board. Motions needing two-thirds vote are the following:

1. Limiting or closing debate
2. Suspending or modifying a rule of order previously adopted
3. Taking away membership or office
4. Anything that limits nominating or voting (close nominations)
5. Preventing the introduction of a motion (limit or extended debate)
6. Suspend the rules.

At times a majority vote is sufficient when previous notice is given for the following:

1. Rescind
2. Amend something previously adopted
3. Discharge a committee

Standing committees are The Personnel Committee and Building Grounds.

The Trustees shall be the governing body of the Madison Library. Upon recommendation by the Personnel Committee the Trustees will hire the librarian. The Personnel Committee, in consultation with the librarian will interview candidates for additional staff and will make recommendations to the Board of Trustees. Termination of staff will be made by the Trustees upon recommendation by the Personnel Committee. The librarian may recommend to the

Personnel Committee the termination of additional staff.

The trustees, with the cooperation of the Library Director, will prepare the annual budget to be presented for approval to the town Board of Selectman and the Budget Committee, and will be available for discussion at the Town Meeting. The Library Director and the trustees will work together to prepare and submit any reports required by state or local laws.

The chairperson shall prepare and distribute to each trustee a copy of the agenda for the next meeting and any relevant material at least five days before the meeting. Draft minutes will be available 5 days after the meeting and final minutes upon approval at the next meeting.

The trustees shall comply with all federal, state and local laws relevant to the operations of the Library.

The bylaws shall be reviewed biannually and may be amended by a majority vote of the trustees. Written notice must be provided to all members ten days prior to the meeting reviewing bylaw amendments.

Changes circulated 12/28/06

Policy adopted: January 17, 2007

Revised: March 15, 2010

Reviewed: December 18, 2013