

**SHEDD-PORTER MEMORIAL LIBRARY**  
**TRUSTEE BYLAWS**  
**Approved – July 9, 2020**  
**Revised and Approved 3/20/2025**

- I. Trustees are elected for a term of three (3) years on the regular town ballot. Intention to run for the office must be filed with the Town Clerk at the specified time declared by the town office.
  
- II. Trustees shall be governed by the appropriate State of New Hampshire RSAs for Libraries and Trustees. At this writing, those RSAs include, but are not limited to:
  - A. RSA 202 – A, Public Libraries
  - B. RSA 91 – A, Access to Governmental Records and Meetings, (Right to Know)
  - C. RSA 41 - Choice and Duties Of Town Officers
  - D. RSA 42 - Oaths of Town Officers
  - E. RSA 669 - Town Elections
  
- III. Key points from the above RSAs include the following:
  - A. No Trustee of any public library shall receive any compensation for services rendered as such trustee.
  - B. Trustees shall avoid any possibility of conflict of interest.
  - C. Trustee vacancies shall be filled by appointment made by the Selectboard at the recommendation of the Library Board of Trustees.
  - D. The Library Board of Trustees may recommend to the Selectboard the names of no more than three persons who may serve as alternate voting members on the board of library trustees, when elected members are unable to attend a meeting. The alternates are appointed for a one-year term and have voting rights only when filling in for an absent trustee. Alternates should attend every meeting and have the same commitment to library advocacy as regular trustees.
  - E. After an election or appointment, and before assuming any responsibilities for the position, a trustee or alternate trustee must take the oath of office as given in RSA 42:1.
  - F. Trustees shall observe and minutes shall comply with the Right to Know Law.
  - G. The Chairperson, treasurer, and secretary shall be elected by the Trustees annually. Elections of officers shall be held at the beginning of the first meeting following the annual town meeting.
  - H. Upon completion of a Trustee's term of office, they shall return the library key, as well as any materials and/or equipment belonging to the Library.
  
- IV. Shedd - Porter Memorial Library Operation Guidelines include the following:
  - A. The trustees will hold monthly meetings on the third Thursday of each month. Meetings will be open to the public, except when discussing issues of personnel. A motion to enter non-public session shall then be called. Such sessions shall be conducted according to current state regulations and confined to those matters set forth in the motion.
  - B. Each trustee is expected to attend at least seventy-five (75) percent of the yearly meetings.

- C. The trustees shall act as a board with final vote being duly recorded by the secretary. A quorum for the transaction of business at any meeting shall consist of at least three members of the Trustees being present.
  - D. The library director shall attend meetings except when their position, salary or performance evaluation is being discussed.
  - E. The Trustees shall act in accordance with the guidelines put forth by the New Hampshire Library Trustees Association (NHLTA) and New Hampshire Library Association (NHLA). Dues shall be paid from the general appropriation. The Trustee chairperson or designee should attend the annual library trustees association meeting and any other relevant workshops.
- V. The Trustees are the governing body of the library. The duties of all Trustees shall include:
- A. Serving as the direct supervisor of the library director including hiring, firing, providing regular performance evaluations, and setting rates of pay.
  - B. Formulation, adoption and revision of policies. Policies are to be reviewed by the Trustees on an ongoing basis. Each policy should be reviewed as a minimum, every 3-5 years.
  - C. Attainment of library standards set by the Library Development Services Section of the State Library.
  - D. The Trustees are the primary stewards of the library building. As such, Trustees are responsible for working cooperatively with the town to monitor maintenance of the building, for informing the Selectboard of maintenance needs, and for planning future development of the library's physical facilities.
  - E. Submitting necessary reports to the town and state as required by law.
  - F. Actively procuring adequate financial support for the library, including accepting donations.
  - G. Expending the town appropriation and all additional funds received for the best use of the library.
  - H. Overseeing of financial records and bookkeeping.
  - I. The trustees, with the library director, shall make out a budget each year to be presented personally to the Selectboard. Trustees shall also be responsible for submitting written articles for inclusion in the town warrant when necessary.
  - J. The Trustees shall assist the library director in preparing the annual report for the State Library as needed.
- VI. The trustees are the governing body of the library. Election of officers will be held at the first meeting after the town election. The duties of Officers are as follows:
- A. The chairperson shall:
    - Chair each meeting;
    - Prepare the agenda for each Board of Trustees meeting with input from the library director and trustees;
    - In coordination with the library director, inform the library staff of any changes in policy and personnel that affect them;
    - Work with the library director and the trustees on the annual report for the NH state library;
    - The chair shall submit the library trustees' annual report for inclusion in the Town Report.

- Serve as the official spokesperson for the Board of Trustees, unless otherwise decided by the Trustees.
  - Shall conduct a formal, written evaluation of the Library Director annually, using the "Library Director Evaluation Form" approved October 20, 2022. Once this form is completed, the evaluation shall be reviewed with the Library Director and the Trustees.
  - Call attention to workshops, including orientations, for Trustees.
  - Provide orientation to all newly elected Trustees and alternates.
  - Receive the library key and any materials and/or equipment belonging to the Library from any outgoing trustee and present the key to any newly elected trustee.
  - Attend, or designate a trustee to attend, the annual New Hampshire Trustees Association meeting and any other relevant workshops.
- B. The vice chairperson, in the event of the absence or disability of the chairperson, shall assume and perform the duties and functions of the chairperson.
- C. The secretary shall:
- Record and distribute minutes of each meeting, including special meetings;
  - Make available a draft of meeting minutes within five (5) business days.
  - Post, or have the library director post, approved meeting minutes, including any written reports, as soon as is possible in the designated notebook at the library and on the library's website.
  - Maintain a record of all previous meetings and other important data.
  - Maintain an updated electronic and a hard copy folder containing the library's mission statement, bylaws, and policies.
  - Distribute library mission statement, bylaws, and policies to library trustees and employees.
  - Post the library mission statement, bylaws, and policies on the ~~town and~~ library's website.
- D. The treasurer shall:
- Maintain financial records and report monthly to the Board of Trustees.
  - Deposit funds and pay bills in a timely manner.
  - In early February send a copy of the MS-9 for the preceding year to the Charitable Trusts Unit, Department of the Attorney General, State of New Hampshire and a copy of the MS-9 to the Town of Alstead for inclusion in the annual Town Report.
  - Attend, when possible, any appropriate annual meetings or training offered for library treasurers by New Hampshire state organizations or departments.
  - Assist the Librarian in preparing an annual operating budget for the Library, and a payroll budget, a copy of which shall be provided to the Selectboard for use in their annual budget.
  - Prepare the necessary documentation, including receipts, bank statements and financial records, to be submitted to the auditor for the annual audit for the Town of Alstead.

- E. The assistant treasurer shall:
- Perform, in the absence or disability of the treasurer, the duties of the treasurer.
  - Serve as a co-signer on all library bank accounts.
- VII. The bylaws of the Shedd Porter Memorial Library shall be reviewed annually in April, following elections, and revised or amended as needed. In the interim, any changes or deletions deemed necessary may be incorporated by means of appendices.