Keene Public Library

Board of Trustees Bylaws	Adopted: January 17, 1984 Revised: December 18, 2012 January 27, 2026 June 23, 2026

PURPOSE

The purpose of this instrument is to establish rules and Bylaws for the conduct of meetings of the Trustees ("Trustees") and for the governing of Keene Public Library ("Library"), Keene, New Hampshire. The requirements of RSA 91-A:1, and 202-A are incorporated by reference herein.

DUTIES OF THE LIBRARY BOARD OF TRUSTEES

According to municipal code article 5: Division 13: Section 2-959, the Board of Trustees

Hire the Library Director and establish the policy under which the Library Director operates.

Hear citizen comments on the quality of service provided by the Library.

Determine methods of improving the impact of the Library on the educational and cultural resources of the city and the surrounding area.

Has the responsibility for the control and general management of the Library facilities, property and employees.

Control, manage, invest and expend trust funds donated or bequeathed to the Library or the Library Trustees, for the use of the Library.

Have no authority to pledge the credit of the City beyond the amount of the City's budgetary appropriation for the Library.

Determine when it is appropriate to do and appear before state and federal agencies to request financial assistance for the Library and Library programs as such funds become available.

Prepare and request budgetary appropriations from the City Council annually.

Furnish annual reports of Library operations to the City as required by state law.

Prepare and submit to the City a report on the acceptance of unanticipated and non-restricted funds as defined in RSA 202-A:4-C of $5,000 or more within a reasonable time after the acceptance of the funds, and a report of any gifts of personal property that was accepted under section 2-960(6) which does not require the expenditure of public funds for the operation, maintenance, repair, replacement or scheduled insurance of such personal property, and which report shall also state how the Library Board of Trustees will fund such personal property.

Any Trustee with a personal or financial interest in a matter before the Board shall disclose the interest and recuse themselves from voting of that matter.

BOARD COMPOSITION

The Library Board of Trustees consists of 12 members, all of whom shall be residents and bonded by the City. Six members of the Library Board of Trustees are permanent Trustees as provided in the Thayer Agreement, and six members shall be appointed by the Mayor and City Council for three-year terms. Terms of the six City Trustees shall be staggered so that two board members shall be appointed in July of each year.

Any vacancy in the number of permanent trustees shall be filled by the remaining permanent Trustees. Vacancies shall only be occasioned by death, removal from the City, or resignation. There shall in no case be the number of Trustees elected by the City more than the permanent Trustees.

BOARD MEETINGS

A majority of the Trustees shall constitute a quorum. Meetings shall be held monthly, except for July. A regular monthly meeting may be held in July if deemed necessary. The annual meeting of the Trustees shall be the monthly meeting held in August unless otherwise ordered by the Board of Trustees. The annual meeting shall be an organizational meeting, at which annual reports of committees shall be rendered, officers for the ensuing year shall be elected, and such other matters shall be acted upon as customarily is required at an annual

meeting. The annual meeting shall further follow the close of the Library's fiscal year, said year to run from July 1 to June 30. The order of business at any regular or special meetings of the Board of Trustees shall be determined by the President. Any meetings planned and

held outside of this monthly or annual schedule shall be considered "special." Special meetings may be held at any time at the call of the President.

EMERGENCY MEETINGS

Emergency meetings may be called by the President when there is a situation where immediate action is deemed to be imperative and in accordance with RSA 91: A2.

OFFICERS

The officers shall be a President, a Vice-President, a Secretary and a Treasurer, who shall be elected at the annual meeting of the Board of Trustees and who shall hold office for one year and until a successor shall be chosen. Whenever a vacancy occurs in any such office, the President shall appoint another Trustee to that office to serve until the next annual meeting of the Board of Trustees or until a successor shall be chosen. In circumstances in which an officer has finished their term on the Board of Trustees prior to the annual meeting, a new officer will be elected at the last regular monthly meeting or at a special meeting.

DUTIES OF OFFICERS

PRESIDENT

The President shall preside at all meetings of the Board of Trustees, shall appoint the Chairs and members of all standing and other committees, and shall perform such other duties as are imposed on them by these Bylaws, or as may be assigned to them by the Board of Trustees.

The President has the following responsibilities which they may delegate.

The President shall, in conjunction with the Library Director, conduct an orientation session for all new Library Trustees and shall distribute to such Trustees all relevant information.

At least twenty (20) days before the annual meeting of the Board of Trustees, the President shall seek a list of nominees for officers for the ensuing year.

At least two months before any projected vacancy, the President, after reviewing names of prospective Trustees or reappointments with the Board, shall present to the Mayor a list of candidates in order of preference.

The President may also recommend to the Mayor the renewal of the appointment of any City appointed Trustee for a second term.

The President is further responsible for ensuring that the Library Director receives an annual performance review.

VICE-PRESIDENT

The Vice-President shall exercise all the powers of the President in the absence of the President, in addition to such other duties as the Board of Trustees may need.

TREASURER

The Treasurer shall have the care and custody of such funds, records and valuable papers constituting the property or business of the Board of Trustees as may come into their possession as Treasurer. The Treasurer shall keep records of account. The Treasurer shall collect such monies as may from time to time be paid to the Trustees of Keene Public Library and shall keep and disburse the same pursuant to contracts and obligations of Keene Public Library, or as otherwise ordered by the Board of Trustees. The Treasurer shall perform such other duties as the Board of Trustees may require.

SECRETARY

The Secretary shall attend all meetings of the Board of Trustees and record the proceedings thereof and shall perform such other duties as the Board of Trustees may from time to time require.

TRUSTEES EMERITI

The Trustees, at any annual or regular meetings of the Board, may elect one or more Trustees Emeriti, for such reasons and for such term or terms as the Board shall determine. Any person chosen as a Trustee Emeritus shall be entitled to all ceremonial privileges to which members of the Board of Trustees are entitled but shall not be considered a member of the Board of Trustees under RSA 91-A.

COMMITTIES

The following Committees consisting of as many Trustees as the President shall determine, not to exceed a quorum, shall be appointed, in consultation with the Chair of each committee as needed. All such committee meetings shall be noticed and conducted in accordance with the requirements of RSA 91-A.

Board members are expected to be active members of at least one committee.

STANDING COMMITTEES

A Finance Committee, one of whom shall be the Treasurer of the Board of Trustees shall advise the Treasurer and the Board of Trustees where necessary regarding the investment of funds and other matters pertaining to the finances of the Library.

A Policies Committee shall prepare, recommend and maintain all policy decisions to be adopted by the Board of Trustees. The committee will regularly review existing policies as needed and work in consultation with the Library Director.

A Long Range Planning Committee shall oversee the implementation of the Library's Long Range Plan to be developed every five years.

ADVISORY COMMITTEES

Advisory Committees may consist of Trustees and public members as appointed by the President and approved by the Board. Public members are advisory only and have no voting privileges.

A Building and Grounds Committee shall supervise the buildings and grounds used by the Keene Public Library; prepare and keep a list of items requiring service or repair; prepare and keep an inventory of items requiring an expenditure of funds; regularly consult with the Library Director and City Facilities staff concerning any of the foregoing items and with respect to the maintenance of the Library buildings and grounds; and perform such other duties as may be assigned to this committee by the President of the Board of Trustees.

A Fine Arts committee shall acquire and maintain an inventory of the Library's objects of art and related collections and, in conjunction with the Library Director, plan and carry out exhibits and projects relating to the field of fine arts.

An Outreach Committee shall encourage and promote the use of Library services and programs to all age groups throughout the community by assisting staff through volunteerism and advocacy.

The President or the Board of Trustees shall from time to time appoint other committees as needed

The President of the Board of Trustees shall serve as an ex officio member of all committees.

DUTIES OF THE LIBRARY DIRECTOR

The Library Director shall be the executive director of the Library and shall be chosen by and be responsible to the Board of Trustees. The Library Director shall have charge of the administration of the Library, subject to the control of the Board of Trustees, shall be

responsible for the efficiency of the Library service to the public, shall have charge of the employment and direction of the staff, consistent with policies established by the Board of

Trustees, shall be in charge of the operation of the Library under and in accordance with the terms established in the annual budget, shall attend meetings of the Board of Trustees upon request of the Board or the President, and shall make such reports and carry out such other duties as may be assigned by the Board of Trustees, or the President all subject to the supervision and approval of the Board of Trustees.

AMENDMENTS

These By-laws may be altered or amended at any regular meeting of the Board of Trustees or at any special meeting duly called for such purpose; provided that notice of the subject matter of any proposed amendment shall be delivered in hand, mailed or emailed to each Trustee at least fourteen (14) days prior to such meeting; and provided further that no such alteration or amendment shall become effective unless seven (7) Trustees vote in favor thereof.