



LANDGON PUBLIC LIBRARY, NEWINGTON, NH

BYLAWS

Article 1 – Name

- 1.1 NAME – The "The Langdon Public Library" is the name of the organization, which was established by vote of the 1892 town meeting, and provides library service within the Town of Newington, NH. The current library building has been in use since 1892 (the building was dedicated in 1893).
- 1.2 POWERS AND DUTIES – The Library possesses the power and authority and assumes the duties and responsibilities provided under the laws of the State of New Hampshire.

Article 2 – Mission Statement

The Langdon Public Library (the "Library") will perpetuate Woodbury Langdon's interest in the intellectual welfare of the town and its people. The Library is committed to providing resources adequate to serve the varied needs of the patrons of Newington. Our goals are to furnish library patrons of all ages with a variety of informational resources, to assist members of the community in their educational and cultural endeavors, and to preserve the heritage of the library for current and future Newington residents

Article 3 – Core Values

- 3.1 Respect – To treat all patrons and visitors with dignity
- 3.2 Access – Enable others in their personal endeavors while at the library, breaking down barriers that prevent people from accessing information. We strive to provide services to effectively bring information to the user in a form that is efficient and relevant, whether its purpose is for intellectual engagement or fun.
- 3.3 Knowledge Acquisition – To assist the townspeople with their intellectual interests through the use of multimedia and traditional print formats to engage the reader in the intellectual pursuit of knowledge for its own sake as well as for the betterment of the individual and society.
- 3.4 Stewardship – To be innovative in the ways and methods by which individuals acquire knowledge and utilize the library services.
- 3.5 Passion – To assist others to the best of our abilities, seeking answers to questions, and aiding in the greater good of the people with enthusiasm and a positive attitude.
- 3.6 Teamwork – To work together, celebrating and utilizing the benefits of the diversity of our experiences.
- 3.7 Community – To create an environment for people to join together in their quest for knowledge, whether personal, academic, or social. To provide the type of materials that people read for fun and entertainment, for the sense of intellectual engagement, and as part of the joy of the creative process.

Article 4 – Board of Trustees

4.1 TRUSTEES – The business and affairs of the Library shall be managed by a Board of Trustees (the “Board”), consisting of three members and two alternate members. If at any point in the future, the Board expands the number of members, the number shall remain as an odd number in accordance with N.H. RSA Section 202-A:6. Those wishing to be on the board must run for office and be elected by a general vote at the annual Town Meeting in March. Nominees must be residents of the Town of Newington.

Trustees are to conduct themselves in accordance to the New Hampshire Public Library Code of Ethics (see Appendix 1.) General Board member responsibilities include:

- Acknowledge and comply with the laws applicable to public libraries and public library trustees, and Library bylaws and policies
- Become educated on current library trends, including best library practices and multimedia options for knowledge acquisition
- Represent the library in a positive manner in both public and private forums
- Attend library and/or trustee seminars in an effort to acquire information to improve our Library
- Participate in continuous self-assessment, including willingness and commitment to serve the Library to the fullest capacity

4.2 TERM – The term of office of a library trustee shall be for three years and shall end on the day of the annual Town election. The members of the board shall have staggered terms, so that there is a level of consistency within the board. In the event of a vacancy in the office of trustee prior to the expiration of the term of the trustee the remaining Board members shall provide a recommendation of an individual to fill the vacant Board seat to the Town Selectman. The appointed successor will remain in office for the unexpired term of the trustee who vacated the office. Alternates are to serve for a term of one year and are recommended by the Board to the Town Selectman for appointment to one-year terms, pursuant to N.H. RSA 202-A:10.

4.3 OFFICERS - The Board of Trustees shall elect annually (after the town election and appointment on to the Board), from their own number, a chairperson, a treasurer, and a secretary. In an effort for the activities of the Board to be transparent and best serving the Board, the Library, and the community as a whole, consideration should be given to rotating positions and decided upon during the annual transition of members. The board may employ a non-trustee as bookkeeper and as recorder.

4.4.1 CHAIRPERSON – The Chairperson shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, authorize calls for any special meetings and other duties generally associated with the position.

4.4.2 TREASURER – The Treasurer shall keep the funds of the Library in a banking institution in the name of the Library and shall render at each regular business meeting a report setting forth the receipts, disbursements, and the balance of the funds so held. A bookkeeper may be used to track accounts, for expenditure reconciliation, and for audit purposes.

4.4.3 SECRETARY – The Secretary shall keep a record of the proceedings of the Board and shall give all notice of meetings and other notices required. The Secretary may delegate notice duties to the Director of the Library. A recorder/note taker may be employed at the Board's discretion for any meeting.

Article 5 – Conflicts of Interest

- 5.1 Any potential conflict of interest on the part of any member of the Board shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when interest involves a specific issue before the Board. The minutes of the meeting shall reflect that a disclosure was made, any abstention from voting, and the actual vote itself.
- 5.2 As elected officials, the Trustees are governed by N.H. RSA 669:7. Trustees may recuse themselves from any vote in which there is a conflict, perceived or actual. In those cases, the Trustee shall also refrain from any discussion or participation on the issue in question. Questions regarding conflicts of interest shall be presented to and decided by the Chairperson of the Board.
- 5.3 Trustees shall comply with N.H. RSA 202: A-11, 14, & 17 in terms of best practices of the capacity of a volunteer Trustee of the Library. Trustees shall not be paid as employees of the library during their tenure as a Trustee.
- 5.4 Any matter that involves an employee who is also an immediate family member of a Trustee shall be considered to create a conflict of interest.
- 5.5 The Library Director may not be a Library Trustee.

Article 6 – Financial Powers of the Board

- 6.1. The Board shall approve a yearly budget and shall cause annual financial statements to be prepared in accordance with generally accepted accounting procedures. Such financial statements shall be reviewed and reported on, by the accountant appointed by the Board, on a review engagement basis and they shall be signed the elected members of the Board and presented at the Annual General Meeting.
- 6.2 The financial year of the Library shall begin on January 1st and shall end on December 31st.
- 6.3 The Treasurer shall keep such records as may be necessary to prepare the Library's financial statements and shall supervise the operation of such bank accounts as shall from time to time be considered necessary. The Treasurer shall present a report of the financial position of the Association to each regular business meeting. Expenditures in excess of \$250 should be approved by at least two members of the Board.

Article 7 – Library Director

- 7.1 DIRECTOR – The Board, as required by law, shall appoint as Director of the Library (the "Director") a person duly qualified to act as such. The Director shall be appointed for a term of years pursuant to N.H. RSA 202-A:15. Trustees are not eligible for appointment to the position of Director.
- 7.2 DUTIES – The Director shall be the executive officer of the Board. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the daily care and maintenance of Library property, for an adequate and proper selection of books, for maintaining efficient Library service to the public, for its financial operation within the limits of the budgeted appropriation, and for adhering to all applicable Library policies.. The Director shall assist the Board in the formulation and submission of an annual budget and specific Library-related requirements in any collective bargaining negotiations affecting Library policy and personnel, and shall recommend the form and substance of agreement for action by the Board.
- 7.3 PERSONNEL APPOINTMENTS – The Director shall make hiring recommendations to the Board. The Board shall appoint (hire) all employees after consultation with the Director.

7.4 REPORTS – The Director shall prepare and submit to the Board at each regular meeting a report of matters concerning the Library and of the activities of the Library during the prior month and shall submit an annual report (at the December meeting) of the activities and work of the Library for the calendar year.

7.5 BUDGET – The Director shall prepare a proposed annual budget for the operation of the Library for consideration by the Library Board. Upon approval by the Library Board, a budget shall be submitted to the Selectmen and to the Budget Committee for inclusion in the Town budget.

Article 8 – Meetings

8.1 REGULAR BUSINESS MEETINGS – Regular business meetings of the Board shall be held each month, the date, place, and hour to be fixed by the Board. Agenda items should be sent by the Chairperson to each member of the Board, at least two days prior to the meeting.

8.2 ANNUAL MEETING –The annual election of officers shall be at the regular monthly meeting of the Board, held after the annual Town Meeting (elections). In the event of vacancies and subsequent appointments, a special election of officers or change of positions may be warranted.

8.3 QUORUM – A quorum for the transaction of business at any meeting shall consist of a majority of the Board.

8.4 ORDER OF BUSINESS – 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:

- Roll call of members
- Discussion with visitors, if any
- Disposition of minutes of previous meeting
- Director's financial report
- Action on bills
- Report of the Director
- Committee reports
- Communications
- Unfinished business
- New business
- Announcements
- Adjournment

8.5 DIRECTOR – The Director is expected to attend all Board meetings and may participate in the discussion and offer professional advice, but may not vote upon any question. The Director may seek to be excused from attendance by the Board in advance of the meeting at which the Director does not anticipate being able to attend.

8.6 CONDUCT OF MEETINGS – All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, the Open Meetings Law (RSA 91-A), and the laws of the State of New Hampshire.

8.7 MAJORITY VOTE – An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action of the Board.

8.8 MOTIONS – Any officer may vote upon and may move or second a proposal before the Board.

Article 9 – General

- 9.1 PUBLICITY – Notice of the regular meetings of the Board shall be publicly announced in two locations at least 2 days prior thereto.
- 9.2 MINUTES – A draft of the minutes must be written within 5 days after a meeting and available for public inspection. They will be posted in the calendar sections of the Town and Library websites. A link to the Library can also be found on the Town of Newington website. The Board shall also maintain a copy of the minutes for inspection by the public at the Library.

Article 10 – Library Property

- 10.1 All library materials held by the Library, whether print materials, compact disks, CD-ROM's, videos, periodicals or other types of materials available for the public to borrow, are deemed to belong to the Library regardless of the person or institution who purchased or donated the materials. In accordance to N.H. RSA 202-A:24, “any person who shall willfully or maliciously deface, damage, or destroy any property belonging to or in the care of the library, shall be guilty of a misdemeanor and forfeit the use of the library. The cost of damages (up to 3 times the cost) may be recovered in an action in the superior court.”
- 10.2 All library material shall be available to all members of the public who are entitled to borrow materials whether in person or by Interlibrary Loans (except for reasonable restrictions on reference materials, rare or expensive materials or computer materials).
- 10.3 All library materials shall be properly checked out prior to leaving the building.

Article 11 – Amendments

- 11.1 These By-laws may be amended at any meeting of the Board at which a quorum is present by the affirmative vote of a majority of all members of the Board, provided that written notice of the proposed amendment or amendments shall have been mailed to the usual address of each member of the Board and posted in two appropriate public places at least 10 days prior to the meeting at which such action is proposed.

BYLAWS ADOPTION/APPROVAL

The preceding bylaws have been reviewed and approved by the Trustees on February 28, 2012. The bylaws may be amended at any time, after giving appropriate notice and with approving signatures. The bylaws will be reviewed on an annual basis.

Steve Bush, Chairperson

Lee Lamson, Treasurer

Melissa Prefontaine, Secretary

Appendix 1: LIBRARY TRUSTEE CODE OF ETHICS

As elected or appointed public officials, trustees of New Hampshire public libraries have an obligation to meet the highest legal, moral, and ethical standards in their conduct and decisions. The following principals are to be used as a guide to achieve this goal.

- Sustain the core freedoms of our democracy by providing equal access to a broad diversity of viewpoints, beliefs, information, and the various forms of media.
- Abide by all state and federal laws that apply to New Hampshire public libraries.
- Observe the provisions of the Right-to-Know Law (RSA 91-A) by ensuring that all meetings are open to the public except as provided within the law; records of all meetings (including discussion and support materials) are available for public review; the subject matter of e-mails and phone calls to a quorum of the board DO NOT take the place of public meetings.
- Avoid real or perceived conflict of interest when making decisions for or about the library that may involve issues of personal gain for self, family, or friends.
- Keep confidential information confidential.
- Function as a whole unit; individual trustees cannot assume sole authority for comment or actions unless delegated to do so by the Board.
- Remain objective when dealing with staff or patrons and use Board established channels of communications to ensure consistent, rational resolution of library matters.
- Abide by Board established public information policies and refer requests to the library director when appropriate.
- Adhere to all Board established library policies, rules, and procedures.
- Promote a positive atmosphere of service and achievement throughout the library.
- Respect the director as the professional administrator of day-to-day operations and procedures; DO NOT undermines the authority of the director's supervision of staff; administer regular performance reviews of the director according to library personnel policies.
- Protect the integrity and purpose of the library as a community institution; challenge proposals or actions that are illegal or contrary to the mission; challenge any Board member whose actions betray the public trust, violate the law, jeopardize the integrity of the library or cause dissension within the library.
- Study all laws pertaining to libraries; prepare for board and committee meetings; take training to maintain current knowledge in order to effectively serve the library.
- Attend meetings regularly or resign so that a more active member can be appointed

(Source: NH Library Trustees Association – 2011)