



Londonderry Leach Library Board of Trustees Bylaws

Londonderry, New Hampshire
October 1991; Final Revised September 2025

Article I: Organization

Section 1: Name and Statutory Authority

1.1 This organization shall be called "The Londonderry Leach Library Board of Trustees" (hereinafter referred to as "Board") existing by virtue of the provisions of chapter RSA 202-A of the Laws of the State of New Hampshire, which are herein Incorporated by reference, and exercising the powers and authority, and assuming the responsibilities delegated to it under the said statute. The Trustees execute all statutory duties delegated under Title XVI – Public Libraries.

Section 2: Membership and Vacancies

2.1 The Board shall be composed of seven (7 odd numbered)) registered voters of the Town of Londonderry duly elected by ballot annually for a staggered three (3) year term. Trustees shall not be members of the library staff. Should a vacancy arise for any reason, the Board of Trustees, pursuant to RSA 202-A:10, may recommend to the Town Council qualified individual(s) for appointment to the vacancy until the next Town Election.

2.2 The Board has the option to have up to three (3) alternates on its Board for one year terms. The Board may provide names of interested individuals to the Town Council which will then be appointed by the Town Council, RSA 202A:10. Alternates will be utilized to fill in when there are less than 7 Trustees present. Alternates are encouraged to attend all meetings and may participate in conversations and have voting rights when filling in a board seat. Alternates should have equalized opportunity in filling in for absent Trustees. The Board may determine a system for choosing the alternate when needed. Alternates serving as a voting member shall be recorded as attendees in the Board minutes.

Section 3: Officers

3.1 The Officers shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and an Assistant Treasurer if deemed necessary by the Board and elected from among the members of the Board for a one (1) year term at the first Trustee meeting following Town Elections.

3.2 The Chairperson, shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office. The meeting agenda is set and distributed by the Chairperson. The Chairperson shall establish Memorandum of Understandings (MOUs) with groups such as Friends of Leach Library and the Town of Londonderry, to work together towards shared goals. The initial draft of an MOU shall be discussed with a subcommittee before it is reviewed with the Board for approval. The chair shall appoint sub-committees to address Budget preparation and review, By-Laws, Personnel Policy, and other Library policies and procedures.

3.3 The Vice-Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the

Chairperson. The Vice-Chair shall work in consort with the Chair to ensure that all the work of the Board is properly scheduled and attended to.

3.4 The Secretary shall keep a true and accurate record of all meetings of the Board, provide a copy of the minutes of each Board meeting, place a copy of the minutes in the permanent records at Town Hall with the Town Clerk and maintain the Trustees File at the Library, which should include Board minutes. The Board may utilize a transcriber, who will be paid for by Trustee funds, to assist the Secretary in preparing the minutes of the Board, reports, and Board related materials. In the absence or inability of the Secretary, the duties shall be performed by any other member that the Chairperson shall designate.

3.5 The Treasurer shall be the disbursing officer of the Board, sign all checks, pay bills in a timely manner, establish and maintain separate accounts for books and fines, Board activities, and a building fund, reconcile bank statements monthly, and present a monthly financial report to the Board. Other Trustees may be appointed by the Board to assist the Treasurer in these duties. Should the Board deem it necessary, an Assistant-Treasurer will be elected by the Board and he/she will back up the Treasurer in his/her duties. In the absence or inability of the Treasurer, the duty shall be performed by any member that the Chairperson shall designate. Treasurer shall obtain a copy of the MS9 from the Town Treasurer and distribute to the Board on an annual basis.

3.6 The Treasurer and Secretary will work together towards producing and filing the report for the Charitable Trust Unit of the Attorney General's Office on a yearly basis, two (2) months after the Library closes out its fiscal year (RSA 202-A:12-a).

3.7 In the event that an Officer shows gross negligence or constitutes failure or refusal to perform his/her duties, or misses three (3) consecutive meetings, a Trustee may be released from their position of an Officer of the Board upon two-thirds (2/3) vote of the Board. Notice that such a vote is to take place shall be made at the public meeting preceding the meeting at which the vote is to take place.

3.8 Training/professional development will be provided for all new Board members.

Article II: Duties and Obligations

Section 1: The Board

1.1 The Trustees are the governing Board of the Library (RSA 202-A:2 II). They shall have the entire custody and management of the Library of all property of the Town related thereto.

1.2 The Trustees shall adopt bylaws, rules, and regulations (a) for its own transaction of business and (b) for government of Library (RSA 202-A:11 I).

1.3 The Library Director shall prepare the annual budget, under the direction of the Board. The Board shall review, modify, and approve the annual budget for the operating and maintenance of the Library from public funds, and such other reports as required by law (RSA 202-A:11 II). H

- 1.4 The Trustees shall expend all monies raised and appropriated by the Town for Library purposes (RSA 202-A:11 III) and any income from trust funds (RSA 202-A:11 IV). All money received from fines and payments for lost or damaged books and circulated materials shall be held in a non-lapsing separate fund and shall be in addition to the appropriation.
- 1.5 The Trustees shall appoint a Librarian, whose title shall be Library Director and who is not a Trustee. The Trustees shall appoint all other employees of the Library in consultation with the Library Director and determine their compensation and terms of employment (RSA 202-A:11 V).
- 1.6 The Trustees may receive, invest and administer directly any trust funds and donations when so specified by the donor (RSA 202-A:23).
- 1.7 Trustees may recommend to the Town Council names of persons for appointment to vacancies on an expired term of any Trustees (RSA 202-A:10).
- 1.8 The Trustees in consultation with the Library Director may discharge or remove any employee of the Library for misfeasance or inefficiency in office, or incapacity or unfitness to perform his/her duties (RSA 202-A:17).
- 1.9 The Trustees shall review any and all contracts associated with the Leach Library. The Director shall email all contracts approaching renewal deadlines two (2) months in advance. A list of all contracts will be made available at the time of budget discussions.

Section 2: Library Director

- 2.1 The Library Director shall be appointed by the Board of Trustees for a term of employment and salary agreed to at the time of employment (RSA 202-A:15; see also RSA 202-A:11 V). Library Director's Terms of Employment shall be reviewed annually at Library Director's performance review.
- 2.1.a In case of an extended absence or long-term disability of the Library Director and interim Director shall be appointed by the Trustees, and shall remain until a qualified successor is designated, if necessary.
- 2.2 The Library Director shall be the administrative officer of the Library (RSA 202-A:16). He/she shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books and materials, and keeping with the stated policy of the Board, for the efficiency of the Library service to the public, and for the financial operation within the limitations of the Library's budget as approved by the Board.
- 2.3 The Library Director shall recommend to the Board of Trustees the appointment or termination of all Library employees (RSA 202-A:16). The Library Director shall conduct exit interviews with departing staff and share them with the Trustees.

2.4 The Library Director shall present all employee performance reviews and proposed merit increases to the Trustees for approval. (RSA 202-A:1, V).

2.4 The Library Director may accept and hold books, pamphlets and public documents sent to the Town by State departments and from Town officials and make them accessible to the public (RSA 202-A:20).

2.5 The Library Director, at his/her discretion, may expend funds outside of the normal budget in amounts not to exceed \$500 in a given month. Non-budgeted items exceeding \$500 must be approved by the Trustees. In the event of an emergency, the Library Director shall have the authority to make such immediate purchases as deemed necessary, provided that all reasonable efforts to contact the Chair or Treasurer of the Library Board of Trustees have been made. Once the emergency has been resolved, the Library Director shall submit a detailed report of all emergency expenditures to the Library Board of Trustees.

Article III: Meetings

Section 1: Regular Meetings

1.1 Regular meetings shall be held monthly, the day an hour to be set by the Board. All regular and subcommittee meetings shall be open to the public, and may be audio and/or video recorded.

1.2 Meetings may include:

- Turn on recording equipment
- Call to order
- Pledge of Allegiance
- Public comment
- New Business
- Old Business
- Other
- Secretary's Report/ Approval of prior meeting minutes
- Treasurer's report
- Library Director's report
- Assistant Director and Department Heads reports
- Town update if Library Liaison is present
- Public comment
- Adjourn

1.3 The Library Director may attend except during non-public sessions. Other Library Staff may attend when invited to do so by the Chair.

1.4 Proceedings of all meetings shall be governed by an abridged version of Roberts Rules of Order.

1.5 Trustees reserve the right to use a Trustee Objection on the first occasion that the question on adoption or to delay a vote in order to obtain further information. Such postponement shall be until the next regular meeting. This procedure shall not be used more than once for any agenda item.

1.6 Public comment is allowed for three (3) minutes per person, for each of the Public Comment sections. Speakers are allowed to request time on the agenda, should more time be needed. Speaking time may not be transferred to another individual. A sign up sheet may be used to schedule public Comments,

Section 2: Special Meetings

2.1 Special meetings may be called by the Chairperson (said Chairperson may elect another Trustee to contact the Board) or at the request of four (4) members for the Board for the purpose of transaction of business as stated in the call for the meeting. Only twenty-four (24) hours notice is required.

Section 3: Annual Meeting

3.1 The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in April of each year.

3.2 The Bylaws shall be reaffirmed by the Board of Trustees every April, after Town Elections have been held.

Section 4: Quorum

4.1 A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present.

Article IV: General

Section 1: Voting

1.1 An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, including temporary suspension of any rule, policy, resolution, or bylaw. Any Trustee, at any time, reserves the right to request a roll call vote. An abstain will be treated as a No vote. A tied vote means the motion did not pass.

Section 2: Bylaws

2.1 These Bylaws may be amended by majority vote of all members of the Board present and voting. Whenever possible, written notice of the proposed amendment

should have been mailed/presented to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Article V: Dues & Resources

Section 1: Dues & Resources

- 1.1 Membership in the New Hampshire Library Trustees Association shall be provided for all Trustees for in the Library budget.
- 1.2 New Hampshire Library Association is also available as a resource to provide support to Library Trustees.
- 1.3 Newly elected Trustees shall receive a welcome packet of information provided by the Chair with the following information:
 - Leach Library Board of Trustees Bylaws
 - Organization Chart to list of all Library employees and positions
 - Roberts Rules of Order
 - RSA 91-A: New Hampshire Right to Know Law (PowerPoint file from NH Department of Justice/Office of the Attorney General)
 - Copy of Library Directors Terms of Employment/Employment Agreement
 - Copy of Director's (blank) Performance Review Sheet
 - .A copy of all Library policies and procedures.
 - Shown where the Trustee file is located in the library as well as the location of the Trustee folders.
 - Copies of current and upcoming fiscal year budgets

Article VI: Legal Services

The Town and the Board signed a letter of engagement with the firm Drummond and Woodsum to provide legal services to the Library exclusively. The Town will be paying for the legal services. These are the guidelines approved by the Trustees:

1. All inquiries to legal counsel from the BOT should be directed to the Chairperson who will then take those requests from other members of the BOT and send them to Hannah Devoe for a response
2. When Hannah provides her emailed response, it should be sent to the Chairperson and redistributed to all members of the Board
3. The Library Director should send her inquiries directly to Hannah and the responses provided to the Library Director and to the Chairperson who will then distribute those to the other members of the Board,

The Board was cautioned that whenever possible, use the following cost savings measures:

1. Utilize the NHMA Legal inquiries line for general legal questions which we pay for as part of our membership to NHMA.
2. The Town receives a no cost training session on site per year from NJMA because of the size of our Town, Not all Towns receive this benefit. Perhaps a topic would be the authority, roles, and responsibilities of the Board and Library Staff.
3. Utilize resources such as Town Staff where legal counsel may not be necessary,

Article VII: Cooperation with Other Libraries

Section 1: Cooperation with Other Libraries

1.1 It is a stated goal of the Board to cooperate with the Town's, school libraries and other libraries, and may participate in the inter Library loan program and/or consortiums.