

Converse Free Library
Lyme, New Hampshire

BYLAWS OF THE BOARD OF LIBRARY TRUSTEES

Adopted February 2, 2009

Reaffirmed November 2, 2020

Article I. NAME

A. The Town of Lyme public library shall be called the Converse Free Library, existing by virtue of the provisions of Chapter 202-A of the New Hampshire Revised Statutes Annotated (RSA). Pursuant thereto, the Board of Library Trustees has the entire custody and management of the Converse Free Library, exercising the authority and assuming the responsibilities specified under the statute.

B. References hereinafter to the “Library” shall mean the Converse Free Library serving as the Town of Lyme public library. References hereinafter to the “Board” or “Board of Trustees” shall mean the Board of Library Trustees.

Article II. PURPOSE

The mission of the Converse Free Library is to foster a love of learning in the Lyme community. In a welcoming environment, the Library provides services and resources that encourage learning, stimulate curiosity, and invite the sharing of ideas.

Article III. BOARD OF LIBRARY TRUSTEES

A. The Board of Trustees shall be the governing body of the library.

B. There shall be an odd number of Trustees.

C. Trustees shall be elected at the annual town meeting to serve staggered three-year terms.

D. If a vacancy occurs prior to the expiration of a Trustee’s term, the Board shall recommend to the town select board a replacement to serve until the

next election. Once appointed, the new Trustee may also run for the position in the next election.

E. Trustees shall receive no compensation unless compensation is stipulated in the terms of any bequest or gift. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Membership dues or fees for individual membership of Trustees in state, regional and national library associations may be paid from library operating funds.

Article IV. OFFICERS

A. Chair. The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint committee members, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. In the Chair's absence, the Chair shall appoint a person to preside at a Board meeting.

B. Treasurer. As chief financial officer of the association, the Treasurer shall have responsibility for the care and custody of association funds and investments, the maintenance of full and accurate records of monies received and expended, and the preparation of regular reports to the Board on financial matters. The Treasurer shall serve as chair of the library Budget Committee. Both the Treasurer and the Chair shall have signatory power on all accounts.

C. Secretary. The Secretary shall record the official actions of the Board in accordance with RSA Chapter 91-A; keep a record of attendance at Board meetings; handle correspondence; and have and maintain custody of the official records of the Library at the Library.

Converse Library Bylaws 2 of 4 February 2, 2009

Article V. LIBRARY DIRECTOR

A. The Librarian shall be the Executive Director of the Library and shall be chosen by and report to the Board of Trustees.

B. The Director shall be responsible for the care of the buildings and equipment, for recommending the appointment of employees to the Board, for management and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures that, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

Article VI. MEETINGS

A. The Board of Trustees shall meet at least quarterly at a time and place to be designated by the Chair.

B. All meetings of the Trustees shall be held in compliance with RSA 91-A as amended.

C. A quorum shall consist of a majority of the Board.

D. Special meetings may be called by the Chair or by any two other members of the Board of Trustees. Notice of such special meeting shall be issued by the Secretary upon request of the Chair or any two other members of the Board. No business may be transacted at a special meeting except the

stated business.

Converse Library Bylaws 3 of 4 February 2, 2009
Article VII. COMMITTEES

A. Executive Committee. The membership of the Executive Committee shall be the officers of the Library. The committee shall have such authority as shall from time to time be delegated to it by the Board of Trustees.

B. Personnel Committee. The Personnel Committee shall develop the Library's personnel policies and conduct the annual evaluation of the Director.

C. Budget Committee. The Budget Committee shall develop and present the annual budget of the Library. The Director shall be an ex-officio member of this committee.

D. Building Committee. The Building Committee shall advise the Board and the Director on the improvement and maintenance needs of the Library's building, furnishings, equipment, and grounds. The Director shall be an ex officio member of this committee.

E. Technology Committee. The Technology Committee shall advise the Board and the Director on the use, maintenance, and enhancement of digital technology in the Library. The Director shall be an ex-officio member of this committee.

F. Other Committees. The Chair may from time to time establish such other committees as it deems necessary to further the purposes of the Library and shall appoint the chair and members of any such committee. Such committees shall report to the Board of Trustees and shall be dissolved as the Chair of the Board of Trustees deems appropriate.

Article VIII. AMENDMENTS

These by-laws may be added to, amended, or repealed in whole or in part by the Board, in each case by a two-thirds majority vote at any meeting at which a quorum is present, provided that notice of the proposed addition, amendment or repeal has been given to each member in the notice of such meeting.

Article IX. FISCAL YEAR

The Fiscal Year of the Library shall be the calendar year.

Converse Library Bylaws 4 of 4 February 2, 2009