



BEDFORD PUBLIC LIBRARY
BYLAWS OF THE BOARD OF TRUSTEES

ARTICLE I: NAME

This organization shall be called "The Board of Trustees of the Bedford Public Library" existing by virtue of the provisions of Chapter 202-A of the laws of the State of New Hampshire and exercising the powers and authority and assuming the responsibilities thus delegated.

ARTICLE II: OBJECTIVES

1. To establish policies to meet community needs and govern the operation of the library.
2. To obtain sufficient funding for operation of the library.
3. To determine strengths and weaknesses and to plan for future growth.
4. To promote the development and improvement of the services.
5. To serve as a connecting link between library and community.

ARTICLE III: MEMBERSHIP

1. The Bedford Library, a public library, is maintained by the Town of Bedford under NH RSA 202-A and is governed by a Board of Trustees composed of three (3) registered voters of the town, elected to serve staggered terms of three (3) years with one Trustee elected every year.
2. Whenever a vacancy shall occur among the publicly elected members of the Board of Trustees, the remaining members shall give notice of the fact to the Town Council and recommend a replacement. The Council shall by appointment fill such vacancy until the next annual Town Meeting (RSA 202-A:10 and RSA 669:75).
3. A Library Trustee may not be an employee of the library due to conflict of interest and ethical issues. The immediate family members of a trustee (children, spouse, step-children, grandchildren, parents) also may not be employed by the library during that trustee's tenure.
4. Membership in the NH Library Trustees Association will be provided for all Trustees.
5. Trustees may be reimbursed for necessary travel expenses to attend professional meetings, but shall not receive any other compensation for any services rendered as a trustee, as stated in NH RSA 202-A:14.
6. Trustees shall be considered patrons in regards to library services and materials.
7. A Trustee is expected to be active in the community, having the ability to work with

other board members, staff and the public. Trustees should be open-minded and forward-looking, seeking all opportunities to best serve the interests of the library in its service to the community.

8. The Board of Trustees may recommend to the Town Council the names of no more than two persons who may serve as alternate members on the board. The alternate members may vote in place of an absent trustee. Alternate members shall be appointed for one-year terms. Alternates should attend every meeting and have the same concerns for the library as regular trustees.

ARTICLE IV: DUTIES

1. The Board of Trustees shall have the entire custody and management of the Library and of all property of the town relating thereto (RSA 202-A:6).
2. The Board shall appoint a qualified librarian as Library Director who shall be the executive and administrative officer of the library on behalf of the board and the library. The Library Director shall be responsible for the direction and supervision of the staff, the care and maintenance of the library ~ property, an adequate and proper selection of library materials in keeping with the selection policies of the library, the efficiency of the library service to the public, and for its financial operation within the limitations of the budgeted appropriation.
3. The Board of Trustees, in conjunction with the Library Director, will prepare the annual budget.
4. The Trustees shall formulate, adopt and revise policies for the library. The Board subscribes to and adopts the American Library Association's "Library Bill of Rights" and "Freedom to Read" Statements as they now exist. Policies shall adhere to these statements.

ARTICLE V: OFFICERS

1. The officers of the Board of Trustees will be elected for a one (1) year term. The officers shall be a Chairman and a Treasurer.
2. The officers of the Board of Trustees shall be elected at the first Board meeting within one month after the annual town meeting to elect the required officers for the ensuing year. Any vacancy in officers that occurs between annual meetings shall be filled at the next regular meeting, or at special meeting called for that purpose.
3. The Chairman of the Board of Trustees, or other designated Trustee, shall preside at all meetings of the Board, authorize calls for special meetings of the Board, appoint all committees except those made by a motion and passed by a majority of the Board and perform all duties associated with the office. The Library Director, in consultation with the Chairman, shall prepare and distribute each Trustee a copy of the agenda for the next meeting and any other relevant material.
4. The Treasurer shall be the disbursing officer of the Board, will review written monthly financial reports with the Library Director and shall perform such duties as are generally required of the office. The Treasurer and the Chairman shall have the authority to sign checks.

5. Trustees are expected to attend all board meetings. Three unexcused absences during the year between town elections shall be equivalent to a resignation. Absences shall be considered excused if prior notification is given and accepted by the Chair of the Board.

ARTICLE VI: MEETINGS

- 1) A minimum of ten (10) regular meetings shall be held each year.
- 2) The order of business for regular meetings shall include, but not be limited to, the following items:
 - a) Call to order
 - b) Public comments
 - c) Disposition of minutes of previous regular meetings and any intervening special meeting
 - d) Treasurer's Report
 - e) Director's Report
 - f) Old Business
 - g) New Business
 - h) Correspondence
 - i) The date and hour of the next regular or special meeting
 - j) Non-public session in accordance with RSA 91-A:3
 - k) Adjournment
- 3) Special meetings may be called at the direction of the Chairman or two (2) Trustees. Notice and purpose of the meeting shall be given to all Trustees.
- 4) A quorum for the transaction of business at any meeting shall consist of two (2) out of three (3) members of the Board.
- 5) The Order of Business may be waived when the Board believes doing so is in the best interest of the Library.
- 6) The primary purpose of the Board of Trustees meetings is to conduct the business of the Board as it relates to library policies and operations. The Board of Trustees welcomes citizens at their regular meetings.
 - a. For Board of Trustees' meetings, up to 15 minutes of time will be set aside for Public Comment at the beginning of each meeting and a 3-minute limit placed per individual speaking. Speakers may not relinquish allotted time to another speaker.
 - b. A speaker shall give their name, address, and the group if any that is represented.
 - c. The Chair may suggest a spokesperson be selected or may request that if no new information is being provided by the speaker, that participation be limited to "I agree with Person A" or "I agree with Person B" in the interest of time.
 - d. Individuals may also submit written testimony to the Board. The Board may refer to or cite any correspondence received by the Board (e.g., letters, or E-mail) into the record of any meeting. The Board of Trustees shall not permit a member of the public to read any correspondence or documents into the record, unless the person (or authorized representative of the organization submitting the correspondence or document) who signed the correspondence or submitted the document is present at

the meeting. A person may, however, submit a document not of their own to the Library Director or a member of the Board of Trustees for the Board's consideration; however, such submission of a document shall neither constitute, or be construed as, acceptance by the Library Director, Trustee or the Board of Trustees of any of the facts or opinions expressed in the document.

- e. Unless an answer to a question is provided in the Board's written policies or in established regulations, the Board will not respond to the comments at the same meeting, nor will it take action on a proposed recommendation, but shall defer the item to a later meeting. Clarifying questions may be asked.
- f. The Chair may allow public input during agenda items. If so, the above public comment rules will apply.
- g. The Chair has the ability to waive the above public comment rules or to determine procedural manners not otherwise defined in the bylaws.

AMENDMENTS TO THE BY-LAWS

The Board of Trustees may amend these by-laws at any regularly scheduled meeting providing a quorum is present and changes have been submitted to all of the Trustees four (4) weeks previously.

Adopted by the Board of Trustees, August 4, 2016

Amended August 20, 2019

Amended August 18, 2023

Amended March 8, 2024