

BY-LAWS OF THE BAKER FREE LIBRARY BOARD OF TRUSTEES

- Five(5) legal residents of the Town of Bow will be elected Trustees to the Board of the Baker Free Library in accordance with the laws of the State of New Hampshire. This Board will be the governing body of the Library and therefore determine the policies governing the operation, the disbursement of funds and the program of the Library.
- Trustees are elected for a term of five (5) overlapping years with a limit of two (2) consecutive terms. Two years must elapse before election to a third term. The person so elected will have the status of a new member.
- Vacancies on the board will be filled by the Selectmen, upon recommendation of the Trustees, to complete the year, until the next town meeting. (NH RSA 202-A:10)
- The Board will meet within one month after the annual town meeting to elect the required officers for the ensuing year. These will be a Chairperson, Secretary, 2 Co-Treasurers, and a Member-at-Large.
- The Board will meet at least 9 times per year, with notice of meetings posted as required by law. Trustees are to attend at least 75% of the meetings. Absences in excess of this number will be sufficient reason for resignation. Regular board meetings are open to the public and are scheduled on the second Wednesday of the month. Special meetings can be called by the Chairperson upon the request of two (2) or more Trustees.
- A majority of the Trustees is required to transact business.
- The Trustees will employ a competent and qualified library administrator/Director. The Director will attend all board meetings except when the position, salary, or performance evaluation is being discussed.
- The Trustees, with the co-operation of the Director, will prepare the annual budget, present the approved budget to the proper town officers and be available to answer queries at budget hearings and the Town Meeting. The Trustees, with the Director, will prepare and submit any report required by state or local laws.
- Membership in the NH Library Trustees Association will be provided for all Trustees in the library budget.
- 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.
- 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.
- Amendments to these policies may be proposed at any regular meeting and will be made known to Trustees not present and will be voted on by a majority of Trustees at the next meeting.

Revised by the Library Board of Trustees on 6/9/2010.