

Conant Public Library Board of Trustees By-Laws

Article I: Purpose

The purpose of this instrument is to establish rules and By-laws for the conduct of meetings of the Trustees and for the governing of Conant Public Library, Winchester, New Hampshire. The requirements of RSA 91-A:1, et seq., are incorporated by reference herein.

The name of the body shall be Conant Public Library Board of Trustees and referred to hereafter as the Board. Members of the Board are referred to as the Trustees.

Article II: Fiscal Year

The fiscal year shall be from July 1 through June 30.

Article III: Library Trustees

Section 1: Responsibilities and Elections

Under RSA 202-A:6, the Library Trustees shall oversee the assets and the activities of the library as well as set Library policies.

The Library Trustees of the Conant Public Library shall consist of nine (9) members elected by the voters of Winchester. Qualifications for elected members shall consist of taking and subscribing to the statutory official oath administered by the Town Clerk.

The Library Director of the Conant Public Library shall be an ex-officio non-voting member of the Board of Trustees and all Committees and shall not count in determining a quorum of the Board.

Section 2: Vacancies

Newly created vacancies may be filled by recommendation of the remaining trustees to be approved by the Board of Selectmen. The terms of the filled vacancy shall be until the next annual election.

Section 3: Resignation of Trustees:

A Trustee may resign at any time by giving written notice to the trustees, the Chair, or the Secretary of the Association. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of the notice, and the acceptance of the resignation shall not be necessary to make it effective.

Section 4: Conflict of Interest

The Board shall comply with all requirements of RSA 7:19, II regarding Conflict of Interest.

Article IV: Officers and Duties

Section 1: Officers

The officers shall be Chairperson, Vice Chairperson, Secretary and Treasurer. All officers shall perform other duties as necessary in addition to the duties listed below.

- a) **The Chairperson** shall preside at all Board meetings. The Chairperson shall be a signer on the library's bank accounts. The Chair shall conduct fair and orderly meetings, ensuring that each member has sufficient opportunity to express her/his views.
- b) **The Vice Chairperson** shall assist the Chairperson in the performance of the duties of the Chairperson; in the event of absence or withdrawal of the Chairperson, shall assume all the duties and obligations of the Chairperson.
- c) **The Secretary** shall keep records of all regular and special meetings, handle all ordinary correspondence, and provide both draft and approved minutes of all meetings to the Trustees. The Secretary shall perform such other duties as the Board may from time to time require.
- d) **The Treasurer** shall serve as chief financial officer of the Trustees and keep full and accurate accounts of all monies received and expended. All funds shall be deposited to the account of the Conant Public

Library in a bank or banks designated by the Board, and shall be disbursed as authorized by the Board. The Treasurer shall make a report at every meeting of the Trustees or when called upon by the Chairperson.

Section 2: Terms

The officers shall be elected for a one-year term at the next regular meeting following the town elections.

Article V: Meetings

Section 1: Regular meetings

Under RSA 91-A:2 Meetings Open to Public, a Regular meeting shall be held each month at a time and place to be determined by the Board. Except for nonpublic session, all meetings shall be open to the public. Notice shall be sent to all members at least five days in advance of a regular meeting.

Section 2: Non-Public

Under 91-A:3 Nonpublic Sessions, a meeting may enter into nonpublic session only for specific purposes as described in RSA 91-A and the session should be confined to the matter set out in the motion. The same procedures apply to nonpublic sessions that apply to public ones.

Section 4: Special Meetings

Special meetings may be held at any time at the call of the Chair, or any three Board members, for the conduct of business as stated in the call for the meeting.

Section 5: Emergency Meetings

Under RSA 91-A:2 III (b), an emergency meetings may be called by any officer when there is a situation where immediate, undelayed action is deemed to be imperative and in accordance with RSA 91:A2. The nature of the emergency shall be clearly spelled out in the meeting minutes.

Section 6: Quorum

Five members of the Board shall constitute a **quorum** at any regular, special, or emergency meeting.

Section 7: Agenda

The normal order of business at any regular or special meeting of the Trustees shall be as follows:

- a) Call to order;
- b) Secretary's Report
- c) Treasurer's Report;
- d) Report of the Director;
- e) Old business;
- f) New business;
- g) Non-Public Session (if needed)
- h) Adjournment

Article VI: Committees

Section 1: Standing Committees

Standing committees of the Board of Trustees shall consist of the following:

- **Bylaws and Policy:** shall review the bylaws at least once a year and accept recommendations for amendments for review and submission to Board. (a) to prepare and maintain a manual which shall set forth all pertinent policy decisions (other than personnel policy) adopted by the Board of Trustees;

- **Building Committee:** shall inspect the building and grounds once a year by June 30th. Upon inspection, evaluate and make recommendations to the Board to ensure upkeep and safety of the library property. Shall be available to assess in emergency situations, e.g. flooded basement.
- **Finance Committee,** one of whom shall be the Treasurer of the Board of Trustees. The duties of this committee shall be to advise the Treasurer and the Board of Trustees where necessary regarding the investment of funds and other matters pertaining to the finances of the Library.
- **Museum Committee:** whose duties shall be to acquire, maintain and inventory the Library's objects, materials and related collections and, in conjunction with the Library Director, plan and carry out exhibits and projects relating to.

A Chairpersons of these committees shall be chosen by the committee members. Minutes of all committee meetings shall be taken and filed in accordance with State laws.

Section 2: Ad Hoc committees

Ad Hoc may be created for purposes other than functions of the standing committees. These committees may consist of Trustees as well as members of the general public and shall act in an advisory role to the Board of Trustees. Members of these committees shall be selected by the Board of Trustees, and the ad hoc committee chairperson shall be appointed by the Chairperson of the Board of Trustees. Ad Hoc committee meetings are public meetings and shall be publicly posted and minutes shall be taken and properly recorded.

Article VII: Library Director

Section 1: The Library Director ("Director") shall be the executive director of the Library and shall be chosen by and be responsible to the Board of Trustees. The Director shall have charge of the administration of the Library, subject to the control of the Board of Trustees, shall be responsible for the efficiency of the Library service to the public, shall have charge of the employment and direction of the staff, consistent with policies established by the Board of Trustees, shall be in charge of the fiscal operation of the Library under and in accordance with the terms established in the annual budget, shall attend meetings of the Board of Trustees upon request of the Board or the Chair and shall make such reports and carry out such other duties as may be assigned by the Board of Trustees or the Chair, all subject to the supervision and approval of the Board of Trustees.

Article IIX: Amendments

All proposed amendments to the bylaws shall be made in writing to the Bylaw and Policy Committee. The Bylaw Committee will research and review any proposals and submit a written proposal of the amendment by the second meeting following the submission.

Bylaws may be amended by two-thirds (six) members of the board.

Article IX: Liability

Under RSA 508:16 Directors and Officers of Charitable Organizations or Societies; Liability Limited

Directors and officers shall not be liable for damages for bodily injury, personal injury, or property damage if the claim for such damages arises from an act committed in good faith and without willful or wanton negligence in the course of an activity carried on to accomplish the charitable purposes of the organization or society.

*Adopted November 2023
Reaffirmed December 2025*

Appendix A: Authorities

Title XVI Libraries Chapter 202-A Public Libraries

www.gencourt.state.nh.us/rsa/html/xvi/202-a/202-a-mrg.htm

1. Library Trustees

RSA 202-A: 6 States “The library trustees shall have the entire custody and management of the public library and all of the property of the town relating thereto, except trust funds held by the town.”

2. Bylaws

RSA 202-A:11 I States that the board of library trustees shall adopt bylaws, rules and regulations for its own transaction of business and for the government of the library.

3. Conflict of Interest

Title I The State and Its Government Chapter 7 Attorneys General, Director of Charitable Trusts, And County Attorneys Director Of Charitable Trusts Section 7:19-A

www.gencourt.state.nh.us/rsa/html/i/7/7-19-a.htm

4. Meetings

91-A: Access to Governmental Records and Meetings

gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-vi-91-a.htm

Title LII Actions, Process, and Service of Process Chapter 508 Limitation of Actions Section 508:16

www.gencourt.state.nh.us/rsa/html/lii/508/508-16.htm

RSA 508:16 Directors and Officers of Charitable Organizations or Societies; Liability Limited

Town Warrant Articles

March 13, 2007, passed

Article 33: Shall the town permit the library to retain all money it receives from its incoming generating equipment to be used for general repairs and upgrading and for the purchase of books supplies and income generating equipment?

Approved by the Conant Library Board of Trustees:


Jennifer Bennett

12/8/25

Mary Gannon



Ann Goodrich-Bazan

12/8/25


Meggan Hodgeman


12/8/25

Jenn Howe


Kristin Landry


12-8-25

Jenifer Levissee


Thea Marsh

12-08-2025

12-8-25


Nichole Pelkey

12-8-25

Updated 12/2025