

BYLAWS OF THE BOARD OF TRUSTEES
OF THE KELLEY LIBRARY

ARTICLE I: Name

This organization shall be called "The Board of Trustees of the Kelley 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: Membership

Section 1: The library board shall consist of three members, elected in accordance with the provisions of Chapter 202-A:6.

Section 2: Trustees are expected to attend all board meetings. Three consecutive 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.

Section 3: If a Trustee cannot complete his/her full term, the remaining Trustees will post a call for candidates. 1-3 candidates shall be selected through interviews, and the names(s) shall be sent to the Salem Town Council agenda. The appointed candidate shall complete the term of the former Trustee.

ARTICLE III: Officers

Section 1. The officers shall be a chairperson, a vice chairperson, and a treasurer, elected from among the trustees at the annual meeting of the board.

Section 2. Each term of the office shall be one year from the annual meeting; each officer shall serve in his or her elected capacity until a successor is duly elected.

Section 3. The chairperson shall preside at all meetings of the board, authorize calls for any special meetings, execute all documents authorized by the board, and generally perform all duties associated with that office.

Section 4. The vice chairperson, in the event of the absence or disability of the chairperson, shall assume and perform the duties and functions of the chairperson.

Section 5. The treasurer shall be the disbursing officer of the board, shall sign all checks, and shall perform such duties as are generally associated with the office. The treasurer shall be bonded at the discretion of the board. In the absence or disability of the treasurer, his/her duties shall be performed by another member of the board as the board may designate.

Section 6. The director, or assistant director, in the absence or disability of the director, shall act as secretary to the board of trustees, and shall keep a true and accurate record of all meetings of the

board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

ARTICLE IV: Meetings

Section 1. There shall be minimum of ten regular meetings per year, the date and hour of which will be set at the end of each meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held as soon as possible following the annual town election.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Call to order.
- (b) Disposition of minutes of previous regular meetings and any intervening special meeting.
- (c) Treasurer's Report.
- (d) Old Business.
- (e) New Business.
- (f) Director's Report.
- (g) Trustee Matters.
- (h) Public Matters.
- (i) The date and hour of the next regular or special meeting.
- (j) Adjournment.

Section 4. Special meetings maybe called at the direction of the chairperson for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of two out of three members of the board present.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order (Current edition).

ARTICLE V: Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board, and to whom the board delegates the authority and responsibility for administration of the library.

ARTICLE VI: General

Section 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. The chairperson may vote upon and may move or second a proposal before the board.

Section 2. The bylaws may be amended by a two-thirds vote of all members of the board provided written notice of the proposed amendment shall have been distributed to each member at least 14 days prior to the meeting at which such action is proposed to be taken.

Section 3. No member of a trustee's immediate family (mother, father, spouse, or child) shall be currently employed or hired by the library during said trustee's term of office.

Section 4. All candidates for the office of Library Trustee shall be provided by the director with a copy of the Library Trustees' by-laws.

Adopted by the Kelley Library Board of Trustees, August 25, 1994

Amended March 13, 2008

Amended and Reaffirmed February 19, 2020

Reaffirmed April 21, 2025