# LIBRARY LAWS

The Davis Public Library shall be maintained for the free use of all the inhabitants of the Town of Stoddard. It shall be operated in accordance with current New Hampshire Library Laws as outlined in New Hampshire Revised Statutes Annotated, Chapter 202-A.

# TRUSTEES

The Library Trustees shall have the entire custody and management of the public library. The board shall consist of a total of three trustees. At each annual Town Meeting one trustee shall be elected for a term of three years. Each trustee shall serve until a successor is elected and sworn in. In the event of a vacancy on the Board of Trustees, the Board of Selectmen shall appoint a replacement to serve until the next regular Town Meeting.

# DUTIES OF TRUSTEES

The duties of the Board of Trustees shall include:

1. Adopting rules and regulations for the business and government of the Library.
2. Expending all money raised and appropriated by the Town for Library purposes.
3. Expending or reinvesting income received from trust funds for Library purposes in accordance with the conditions of each trust.
4. Preparing an annual budget, in collaboration with the Director for each coming year indicating the amount which will be required for the Library out of public funds and submit same to the Board of Selectmen for inclusion in the special articles of the Warrant to be presented at the Town Meeting.
5. Preparing a separate budget request for any proposed capital improvements for each coming year and submit same to the Board of Selectmen for inclusion in the special articles of the Warrant to be presented at the town meeting.
6. Appointing a Director who shall not be a trustee. The Director shall be the administrative head of the Library and shall execute the policies adopted by the Board of Trustees.
7. Reviewing and approving all appointments made by the Director of all other employees of the Library.
8. Determining salaries for the Library staff.
9. Submitting to the Board of Selectmen for inclusion in the Town Report:
   1. An annual financial report of receipts, expenditures, and balances on hand, as prepared by the Treasurer.
   2. An annual report on book circulation details and such other Library activities as may be of interest to the public as prepared by the Director.

# OFFICERS OF THE BOARD OF TRUSTEES

The officers shall be a Chairperson, a Secretary and a Treasurer. The Secretary and Treasurer may be combined in one person. Each Trustee shall be entitled to one vote. The officers shall be elected at the Annual Meeting of the Board and the term or office shall be for one year. The Trustees shall have a two term limit but may run again after an absence of one year.

# ALTERNATES TO THE BOARD

When appropriate Selectmen may be asked to appoint an alternate to attend meetings for a one year term. Their duty would be to fill in for a Trustee during an absence. There would be no more than two alternates at any given time.

# MEETINGS

Regular meetings of the Board of Trustees shall be held in the Library at such time and place as the Chairperson of the Board may designate. Special meetings may be called at any time by the Chairperson. The presence of at least two Trustees is necessary for the transaction of business. The Annual Meeting of the Davis Public Library Trustees shall be the first meeting following the Annual Stoddard Town Meeting in May. All meetings except executive sessions are open to the public. The Director will attend all meetings of the Trustees except executive sessions. Any Trustee who is not able to attend one-half of scheduled meetings will be asked to consider resigning.

# AMENDMENTS

Any of the foregoing rules may be temporarily suspended by unanimous vote of all the Trustees present at any meeting. Amendments to these rules may be proposed at a regular meeting to become effective after a favorable vote at a subsequent meeting.