

Sandown Public Library

Trustee Bylaws

Powers and Duties of Trustees

Trustees hold the powers defined in [RSA 202-A:11](#), including:

- Adopting bylaws, rules, and regulations for Board operations and library governance.
- Preparing the annual budget for municipal submission.
- Expending all town-appropriated library funds.
- Managing and spending trust fund income for library purposes.
- Appointing the Director and, in consultation with the Director, all other staff; setting compensation and employment terms.
- Accepting and expending monetary gifts on behalf of the library.
- Accepting property gifts on behalf of the library.

Election of Officers

At the first meeting following the annual Town Meeting, the Board elects a chair, vice chair, secretary, and treasurer, for terms of one year.

Duties of Officers

Chair – Presides over meetings; appoints committees; represents the Board to the Selectmen; reviews official correspondence and reports; calls meetings as needed; votes on all matters.

Vice Chair – Presides in the Chair's absence.

Treasurer – Oversees all financial records; prepares the annual financial statement for inclusion in the Town Report.

Secretary – Records meeting minutes; maintains official Board records and correspondence.

Vacancies

Board vacancies are filled per [RSA 202-A:10](#). Officer vacancies are filled by Board election at the next regular meeting. Appointees serve the remainder of the term.

Alternates

The Board of Trustees may recommend to the Board of Selectmen the names of up to 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting.

Trustee Responsibilities

Trustees and alternates are expected to attend all meetings unless prevented by substantial reasons.

Meetings

Regular Meetings: At least 11 will be held monthly. Schedule to be set by the Board.

Special Meetings: Called by the Chair or a Board majority.

Public Access: All meetings are open to the public per [RSA 91-A:2](#).

Quorum: Three members.

Order of Business

- Roll Call
- Approval of Minutes
- Treasurer's Report
- Director's Report
- Committee Reports
- Old Business
- New Business
- Miscellaneous

Director and Staff

- The Board advertises, interviews, and selects the Director when the position is vacant. All applicants are notified of the final decision.
- The Director attends all Board meetings and provides a report at each regular meeting.

Items Requiring a Majority Vote

- Meeting adjournment
- Annual budget submission
- Acceptance of gifts and donations
- Submission of warrant articles
- Hiring or terminating staff in collaboration with the Director
- Expenditure of funds
- Election of officers

Items Requiring a Two-Thirds Vote

- Approval of Library Policies
- Amendments to the Board of Trustees bylaws

Approved April, 2026