

BELMONT PUBLIC LIBRARY

BOARD OF TRUSTEES BYLAWS

ARTICLE I: NAME AND AUTHORITY

The name of this organization shall be the Belmont Public Library Board of Trustees.

The Board derives its authority from New Hampshire RSA 202-A, which grants library trustees custody and management of the public library and its property.

ARTICLE II: PURPOSE

The purpose of the Board of Trustees shall be to:

- Oversee the governance and policy of the Belmont Public Library.
- Ensure proper management of library funds, trust funds, donations, and property.
- Support, supervise, and evaluate the Library Director.
- Advocate for library services and resources within the community.
- Promote the mission and long-term sustainability of the Library.

ARTICLE III: MEMBERSHIP

Section 1. Composition

The Board shall consist of duly elected trustees in accordance with RSA 202-A and local election procedures.

Section 2. Terms

Trustees shall serve terms as established by state law and local election procedures.

Section 3. Vacancies

Vacancies shall be filled in accordance with RSA 202-A:10.

Section 4. Compensation

Trustees shall serve without compensation but may be reimbursed for authorized expenses incurred in the performance of their duties, subject to Board approval and available funding.

ARTICLE IV: OFFICERS

Section 1. Officers

- Chair
- Treasurer
- Secretary
- Liaison to the Friends of the Belmont Public Library

Section 2. Election of Officers

Officers shall be elected annually at the first regular meeting following the March Town Election.

Section 3. Duties

- **Chair:** Presides at meetings; prepares agendas with the Library Director; serves as liaison.
- **Treasurer:** Oversees financial reporting and reviews expenditures and financial statements.

- **Secretary:** Ensures accurate minutes and maintains official records.

Section 4. Vacancies in Office

If an officer position becomes vacant before the expiration of the term, the Board shall elect a replacement to serve the remainder of that term.

ARTICLE V: MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held monthly at a time and place determined by the Board.

Section 2. Special Meetings

Special meetings may be called by the Chair or by a majority of the trustees. Notice shall be provided in accordance with RSA 91-A.

Section 3. Quorum

A majority of the seated trustees shall constitute a quorum.

Section 4. Voting

A majority vote of those present and voting shall be required to approve a motion unless otherwise required by law.

Section 5. Compliance with Right-to-Know Law

All meetings shall comply with RSA 91-A.

Section 6. Remote Participation and Electronic Meetings

Trustees may participate through electronic means, including Zoom or other video conferencing platforms, when permitted by New Hampshire law. Remote participants shall be considered present for attendance and quorum purposes. Public access shall be provided in accordance with RSA 91-A.

ARTICLE VI: LIBRARY DIRECTOR

- The Board shall appoint a qualified Library Director who shall serve as the chief administrative officer of the Library.
- The Board shall conduct an annual evaluation of the Library Director.

ARTICLE VII: FINANCIAL MANAGEMENT

- The Board shall have custody of all library funds in accordance with RSA 202-A:11.
- The Board shall review and approve the annual operating budget.
- The Board shall administer trust funds, gifts, donations, and non-lapsing funds in accordance with law.

ARTICLE VIII: COMMITTEES

The Board may establish standing or special committees as necessary.

Committees shall serve in an advisory capacity unless otherwise authorized by the Board.

ARTICLE IX: CONFLICT OF INTEREST

Trustees shall avoid conflicts of interest and comply with applicable New Hampshire law.

ARTICLE X: AMENDMENTS

These bylaws may be amended by a majority vote at a regular meeting, provided the amendment was presented at a previous regular meeting.

ARTICLE XI: ADOPTION

These bylaws shall take effect upon adoption by a majority vote of the Belmont Public Library Board of Trustees.

Adopted this 18 day of August, 2026.

Tasha John - Chair

Date: _____

Terry Elliott - Treasurer

Date: Terry Elliott

Samantha LeClair

Samantha LeClair - Secretary

Date: 8/18/26

Hillary Horn

Hillary Horn - Trustee

Date: 8/18/26

Jessica Haggett

Jessica Haggett - Trustee

Date: 08/18/26