

## By-Laws

### STATEMENT:

On June 1, 2022, the Olive G. Pettis Library Board of Trustees adopted the Library Bill of Rights to guide our mission statement and policies.

### MISSION STATEMENT:

The Olive G. Pettis Library of Goshen, NH is dedicated to providing library services for the betterment of the community through free public access. The goals are to be responsive to the needs of the community, to preserve town history and culture and to be a vital, forward-looking entity.

### ARTICLE I: NAME AND FOUNDING INFORMATION

- A. The name of this organization is the Board of Trustees of the Olive G. Pettis Library existing by virtue of RSA 202 of the Laws of New Hampshire, assuming responsibilities and exercising powers and authorities delegated to it under this statute.
- B. Founded: Incorporation of the Goshen Social Library in 1803 by the NH Legislature lasted only a short time and died. In 1884, following the death of her mother, Olive G. Pettis, Mrs. Sarah Halladay donated books in her mother's memory and the establishment of a library was voted upon at Town Meeting March 12, 1889. The library of 450 volumes existed in the front room of a home. The official opening of the library was 1890 and was later moved to the Russell House which burned and all, but 30 books were lost. The Russell's rebuilt and Mrs. Russell became Library Manager in 1904. In the summer of 1904, Henry Halladay, son of Sarah Halladay Denning suggested building a library and, thanks to four or five people, \$1,122.76 was raised and the building was started in 1907. Brief formalities were held in the fall of 1908 and library keys were presented to the Selectmen. On November 18, 1908, the library was opened to the public and by 1909 there were over 1500 volumes.

### ARTICLE II: OBJECTIVES

- A. The primary objectives of the Olive G. Pettis Library are to:
  - provide book and media collections.
  - organize educational and recreational material.
  - provide the latest available tools of research and communication and assist in their use.
  - be of community service in helping people in their search for reliable information and greater understanding thereof.
  - stimulate the acquisition of knowledge, culture, wisdom, and intellectual enjoyment.
- B. To present programs, whenever possible, of interest to the community
- C. To cooperate with the local schools
- D. To interact with neighboring libraries to increase benefits to the community.
- E. To be an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

### ARTICLE III: BOARD OF TRUSTEES

- A. Composition: The Board of Trustees shall consist of 5 Trustees, elected by the town, for three-year terms. In case of resignation or discontinuance of service, the Trustees will submit the name(s) of individual(s) to the Selectmen for appointment to complete that year until Town Meeting. At that time, the appointee may choose to run for election.
- B. Alternates: There shall be up to 3 alternates appointed by the Trustees who serve for one year and can be reappointed. They should attend all Trustees meetings and can serve as proxy when a Trustee is absent. Alternates cannot vote or make motions unless serving as a proxy. They can enter discussions.
- C. Officers: There shall be three officers: Chairperson, Secretary and Treasurer, who will be elected by the Trustees either at the next meeting following Town Meeting, but at latest, at the April meeting.
- D. Duties of Officers:
1. The Chairperson shall
    - preside at all meetings of the Board
    - authorize special meetings
    - nominate all committees (then submit to Board for approval)
    - prepare agenda
    - be able to move, second and vote on all matters
    - be an authorized signature on Trustee accounts
    - help with reports
    - receive copies of documents prepared by Library Manager or other Trustees
    - submit a budget in cooperation with Treasurer and Library Manager
    - do other such jobs as befits the role of Chairperson.
  2. The Treasurer shall:
    - be responsible for all money appropriated by the town, and which is paid over by the Town Treasurer according to a schedule as agreed to by the library trustees and the selectmen, as set forth in RSA 202-A:11, III. A full report shall be made to the Trustees at each regular business meeting.
    - keep a separate account for interest from the trust funds (which are kept by the town's Trustee of the Trust Funds)
    - keep a separate account for endowments, gifts, earnings from book sales, fines, etc., which will be presented as a separate report at each Trustee meeting
    - write authorized checks
    - work with the Chairperson and Library Manager on budget preparation
    - prepare quarterly and yearly IRS tax forms
    - prepare yearly Treasurer's report for inclusion in the Town Report
    - do other such jobs as befits the role of Treasurer.
  3. The Secretary shall:
    - keep an accurate record of all Board meetings
    - keep minutes in a permanent file to be given to the next secretary
    - distribute copies of minutes to all Trustees
    - post copies of draft minutes in two public places
    - publish meeting dates and times before meetings in accordance with state law
    - take care of needed correspondence, as requested.

- E. Meetings:
  - 1. Shall be held once a month unless there is no required business needing action.
  - 2. Special meetings may be called at the discretion of the Chairperson; (s)he may accept requests for the meetings from other Trustees or the Library Manager.
  - 3. A minimum of 3 Trustees (which may include not more than 2 voting alternates) is needed to conduct a meeting.
- F. Parliamentary procedure: The Chair makes all rulings but can be overruled by a majority of the body.
- G. Volunteering as a Substitute Library Manager:
  - 1. Library Trustees are prohibited to be paid employees of the library during their tenure as trustee, also immediate family members of trustees cannot work as employees of the library for the duration of the elected trustee's tenure.
  - 2. A Trustee must sign and agree to the Substitute for the Library Manager Job Description and Contract, excluding the Compensation section. This agreement shall also be reviewed by the library's Board of Trustees so that the entire governing body is aware of the scope of the volunteer work and potential conflict of interest concerns.
  - 3. The Board of Trustees shall review all Trustee Substitute Library Manager agreements annually.

#### ARTICLE IV: COMMITTEES

- A. Committees will be appointed when and if necessary and responsibilities assigned.

#### ARTICLE V: AMENDMENTS

- A. These by-laws may be amended by a minimum of 3 votes of the Board of Trustees.

*Revised February 2011*