

## Chesterfield Public Library

### BOARD OF LIBRARY TRUSTEES ORGANIZATION AND DUTIES

- A. Seven (7) legal residents of the town of Chesterfield shall be elected trustees to the board of the Chesterfield Public Library according to the laws of the State of New Hampshire and by-laws of the Library.
- B. This board shall be the governing body of the Chesterfield Public Library, and determine written policies that will govern the operation, program and personnel of the library.
- C. The board shall meet monthly on the third Tuesday of the month, with notice of the meetings posted as required by law. Regular board meetings are open to the public.
- D. The board shall adopt bylaws for its governance.
- E. The board shall employ a competent and qualified library director. The director shall attend all board meetings except when the position, salary, or performance evaluation is being discussed.
- F. The library director and staff shall prepare the annual budget for the ensuing fiscal year to be presented and reviewed by the Library Trustees for approval and or changes. It is the responsibility of the board of trustees to secure adequate funds and proper facilities in order to carry on library programs that fulfill the informational, recreational and educational needs of the town of Chesterfield.
- G. Appropriated funds shall be encumbered or expended annually. Income from trust funds will be expended according to the terms of the bequest or donation. Income from fines and/or income generating equipment shall be spent according to law. The fiscal year shall be spent according to law. The fiscal year shall be January 1 - December 31.
- H. The board, with the director, shall prepare and submit any report required by state or local laws.
- I. Membership in and conference attendance to NHLTA for all trustees and membership and conference attendance to NHLA for the director and/or staff shall be provided for in the library budget.