KEENE PUBLIC LIBRARY

BY-LAWS
(Amended March 2011)
ARTICLE I

ORGANIZATION

Section 1: This association shall be known as the Keene Public Library.

ARTICLE II

BOARD OF TRUSTEES

Section 1: The Association shall be managed by a Board of Trustees who shall have the duties of other small Association Libraries.

Section 2: The number of such trustees shall be five (5) members, with the addition of one representative from the Keene Town Board.

Section 3:

A. Nominations for the Board of Trustees may be made by the Trustees with appointment by the Keene Town Board.

B. The terms of office of such trustees shall be five (5) years, except that the terms of the first trustees shall be so arranged that the terms of, as nearly as possible, to one-fifth of the trustees shall expire annually. A trustee may be re-appointed at the end of his term of office.

Section 4:

A. Officers will be elected at the annual meeting and shall consist of President, Vice-President and Secretary.

B. The term of office shall be for one year, or until a successor shall be elected.

C. The President of the board shall appoint all committees, call meetings and generally perform the duties of a presiding officer.

D. The Vice-President shall preside in the absence of the President.

E. The Secretary shall be responsible for the minutes, shall issue notice of all regular and special meetings to other members, at least seven (7) days prior to the meeting date, and shall cause all official actions of the board to be recorded.

ARTICLE III

MEETINGS

Section 1:

A. Regular meetings of the Board of Trustees shall be held quarterly, at dates and times to be fixed by the Board of Trustees.

B. Special meetings may be called by the Secretary at the direction of the President, or at the request of three (3) members, for the transaction of business as slated in the call for the meeting.

C. A quorum for the transaction of business at any meeting shall consist of three (3) members.

D. When it is impossible or impractical for any Trustee or Trustees to be in personal attendance at any regular or special meeting of the board, the Trustees in attendance may confer with those not in attendance by the means of a telephone or conference call and the votes recorded by means of such call shall be valid.

ARTICLE IV

LIBRARY DIRECTOR AND STAFF

Section 1:

A. The Board shall make recommendation to the Town Board for appointment of a qualified library director who shall be the executive and administrative officer of the library.

B. The director shall be responsible for the employment and direction of the staff, for the care and maintenance of library property, for an adequate and proper selection of books, for the efficiency of library services to the public, and the preparation of the library budget worksheet to be submitted and reviewed by the Town Board.

In the case of part-time or temporary employees, the director shall have interim authority to appoint, provided that such appointment shall be reported to the Town Supervisor.

C. It shall be the duty of the director to attend meetings of the Board, unless excused by the President. The director shall have the right to speak on all matters under discussion at board meetings.

ARTICLE V

Section 1: These By-laws may be amended by a majority vote of members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.