

**Article III: Officers & Their Duties**

Section 1. The officers shall be a Chair, Treasurer, and Secretary. The officers of the Board of Trustees shall be elected from among the elected trustees at the first Board meeting after town meeting and serve until their successors are duly seated.

Section 2. The Chair shall issue the agenda for and preside at all meetings of the Board, authorize calls for special meetings of the Board, appoint all committees, serve as ex officio member of all committees, execute all documents authorized by the Board, be an authorized signature on all trustee accounts, and perform all duties associated with the office.

Section 3. The Treasurer shall be the disbursing officer of the Board, be an authorized signature on all trustee accounts, and shall perform such other duties as are associated with the office. In the absence or inability of the Treasurer, these duties may be performed by other members as the Board designates.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Board, see that all minutes are on permanent file at the library and sent to all members of the Board five days before the next meeting, and perform such other duties as are generally associated with the office. In the absence or inability of the Secretary, these duties may be performed by other such members as the Board designates.

**Article IV: Duties of the Board**

Section 1. The Board shall establish policies and procedures for its own transaction of business and the government of the library. The Director will recommend and the Board shall review and approve library policies. These policies shall be reviewed regularly.

Section 2. The Board shall appoint a Director and, in consultation with the Director, approve the appointment of all library employees.

Section 3. The Board, in consultation with the Director, shall prepare and present the proposed annual budget to the appropriate municipal authorities and town meeting. The trustees shall oversee the management of the approved budget and the expenditure of monies raised and appropriated or received as income from library trust funds.

Section 4. The Board shall establish and manage a non-lapsing account to hold monies received from fines and income generating equipment. At its discretion, the Board may establish other financial accounts and shall manage them. Further, the Board will accept gifts of money or personal property in accordance with RSA 202-A: 4-d.