



## LIBRARY BOARD OF TRUSTEES OPERATING RULES

### Article I. Name

The name of the board is the Dover Library Board of Trustees.

### Article II. Authority and Duties

- A. The Library Board of Trustees' authority and duties are to study, consider and recommend to the City Council and the City Manager, or designee, general policies regarding the operation of the Dover Public Library and to advocate, promote and perpetuate the growth, prosperity and the usefulness of the public library.

### Article III. Membership

- A. **Membership.** There shall be five (5) members and two alternates, residents of the City of Dover. Should any member cease to be a resident of the City of Dover, notice shall be given to the Board and a vacancy shall be declared. Members shall be appointed to terms of three (3) years, consistent with staggered terms.
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.
- C. **Alternates.** The Chair shall fill any seat of an absent or open regular member with an alternate. Alternates shall be called to sit using a sequential rotation system. Where not seated in place of regular members, alternates shall still be allowed to participate in meetings as non-voting members, including discussions.

### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, unless this responsibility is delegated in writing.

- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair. In the absence of the Chair and Vice Chair from a Board meeting, the members shall select a temporary Chair for the meeting.
- D. **Secretary.** The secretary to the Board shall be the Library Director or her delegate who shall keep a true and accurate account of all Board meetings. The Library Director shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board, and shall generally perform such duties associated with the position.
- E. **Library Director and Staff.** The Library Director, appointed by the City Manager, shall be the executive and administrative officer of the Library Department of the City of Dover, and shall represent the Library at Departmental meetings. The Library Director shall carry out policies adopted by the Board and approved by the City Manager, shall be responsible for the employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Library Board meetings and shall present a Report at each regular meeting. The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

**Article V. Procedures**

**A. Meetings.**

- 1. The board shall hold regular meetings each month except for July and August at a time and place designated by the Chair.
- 2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:
  - a.) Call to order
  - b.) Approval of minutes
  - c.) Public Forum (every other meeting)
  - d.) Report of the Library Director
  - e.) Committee reports
  - f.) Correspondence
  - g.) Old Business
  - h.) New Business
  - i.) Public Presentations
- 3. The business of the board shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- 4. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held in conjunction with the regular April meeting.
- 5. Special meetings may be called by the Chairman, or secretary of the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.
- 6. Public forum shall be included on the agenda and held at the discretion of the chair, generally at least every other regular meeting of the Board. Public forum is intended to encourage and allow ongoing input and feedback from the public with respect to the business of the Board. The following limitations shall apply to public forum:
  - i. Speakers shall be residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover;
  - ii. Speakers shall address their comments to the presiding officer and the Board as a body and not to any individual member;
  - iii. Speakers shall first recite their name and address for the record;

- iv. Each speaker will be provided a single opportunity for comment, limited to five (5) minutes;
  - v. The public forum shall not be a two-way dialogue between speaker(s) and Board members;
  - vi. The presiding officer shall preserve strict order and decorum forum and by all speakers appearing before the Board.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 12<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Committees.**
  - 1. The Chair shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
  - 2. All committees shall make a progress report at each Board meeting.
  - 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- E. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- F. **Recording of Meetings.** The board shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- G. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- H. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- I. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.