



# TRUSTEE ORIENTATION PART I

INFORMATION TO EMPOWER YOU TO BE AN  
EFFECTIVE LIBRARY TRUSTEE

PRESENTED BY:

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ABBOTT LIBRARY – SUNAPEE, NH

FOR:

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION  
2017 SPRING CONFERENCE & ANNUAL MEETING  
MAY 23, 2017

# FAMILIARIZE YOURSELF WITH LIBRARY STATUTES

- CHAPTER 202 – LIBRARIES

AND

- CHAPTER 91-A ACCESS TO PUBLIC RECORDS AND MEETINGS

# SECTION 202-A:1 DECLARATION OF POLICY

**202-A:1 Declaration of Policy.** – Mindful that, as the constitution declares, "knowledge and learning, generally diffused through a community" are "essential to the preservation of a free government" the legislature recognizes its duty to encourage the people of New Hampshire to extend their education during and beyond the years of formal education. To this end, it hereby declares that the public library is a valuable supplement to the formal system of free public education and as such deserves adequate financial support from government at all levels.

**Source.** 1963, 46:1, eff. July 1, 1963.

# SECTION 202-A:2 DEFINITIONS

**202-A:2 Definitions.** – As used in this chapter the following words shall be construed as follows unless the context clearly requires otherwise:

I. "Public library" shall mean every library which receives regular financial support, at least annually, from public or private sources and which provides regular and currently useful library service to the public without charge. The words may be construed to include reference and circulating libraries, reading rooms and museums regularly open to the public.

II. "Library trustees" shall mean the governing board of a public library.

**Source.** 1891, 62:3, 4, 5. 1917, 59:1. PL 10:50. RL 15:50. RSA 202:1. 1963, 46:1, eff. July 1, 1963.

# KEY READING ITEMS FOR NEWLY-ELECTED TRUSTEES/ALTERNATES

- LIBRARY STATUTES - CHAPTER 202
- RIGHT TO KNOW LAW - CHAPTER 91-A
- LIBRARY POLICIES
- MINUTES OF TRUSTEE AND SUB-COMMITTEE MEETINGS

DOES YOUR BOARD HAVE AN ORIENTATION FOR NEWLY-ELECTED TRUSTEES/ALTERNATES?

SOMETIMES A REFRESHER IS A GOOD IDEA FOR ALL TRUSTEES!



# SECTION 202-A:6 LIBRARY TRUSTEES; ELECTION; ALTERNATES

**202-A:6 Library Trustees; Election; Alternates.** – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

**Source.** 1917, 59:1. PL 10:52. RL 15:55. RSA 202:6. 1963, 46:1. 1987, 89:1. 2000, 9:2, eff. April 16, 2000.

# SECTION 202-A:10 LIBRARY TRUSTEES; VACANCIES; ALTERNATES

**202-A:10 Library Trustees; Vacancies; Alternates.** – Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

**Source.** 1917, 59:1. PL 10:55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.

- STATUTE ALLOWS UP TO 3 ALTERNATES
- THE TRUSTEES VOTE ON ALTERNATES/RECOMMEND TO APPOINTING AUTHORITY (SELECTMEN/CITY COUNCIL, ETC.)
- TERMS ARE FOR ONE YEAR FROM DATE OF APPOINTMENT
  
- FLEXIBILITY
- COMMITMENT OF A LESSER TERM THAN AN ELECTED POSITION
- "LEARN THE ROPES"



- ENCOURAGE ALTERNATES TO ATTEND TRUSTEE MEETINGS SO THEY HEAR DISCUSSION EVEN IF THEY ARE NOT ASKED TO VOTE
- ENCOURAGE READING OF MINUTES IF THEY ARE NOT ABLE TO ATTEND A TRUSTEE MEETING
  - SEND MINUTES TO ALL TRUSTEES AND ALTERNATES
- USE ALTERNATES ON A ROTATING BASIS SO ALL HAVE A CHANCE TO PARTICIPATE WITH ELECTED TRUSTEES
- TRY TO DETERMINE IF ALTERNATES ARE NEEDED PRIOR TO A MEETING

# SECTION 202-A:10 LIBRARY TRUSTEES; VACANCIES; ALTERNATES

## REFERENCE TO 669:75

**669:75 Vacancies in Other Offices.** – Vacancies in the offices of constable, sewer commissioner, town assessor, overseers of public welfare, library trustee, and any other optional offices where no other method of filling a vacancy shall be provided by vote of the town shall be filled by appointment made by the board of selectmen.

**Source.** 1979, 410:1, eff. July 1, 1979.

- VACANCIES OF ELECTED BOARD MEMBERS
  - TRUSTEES RECOMMEND
  - “APPOINTING AUTHORITY” APPOINTS TO FILL TERM
- ALTERNATES CAN'T BE USED TO FILL A BOARD VACANCY

# COMPILING THE MEETING AGENDA

- THE WEEK BEFORE A MEETING, I SEND AN EMAIL TO ALL TRUSTEES/ALTERNATES, FRIENDS' CHAIR, FOUNDATION CHAIR AND LIBRARY DIRECTOR SOLICITING ITEMS FOR DISCUSSION ON THE AGENDA
- MEET WITH THE LIBRARY DIRECTOR TO DISCUSS ANY CONCERNS AND ITEMS FOR THE AGENDA
- CONTENT OF AGENDA/NATURAL FLOW OF ONE ITEM TO THE NEXT/ORGANIZATION OF AGENDA
- INFORMATION WHICH GOES OUT TO BOARD PRIOR TO MEETING
  - CHAIR SENDS OUT AGENDA WITH CHAIR REPORT AND SUPPORTING MATERIAL
  - DIRECTOR SENDS OUT A REPORT WHICH INCLUDES LIBRARY STATISTICS AND ANY SUPPORTING DOCUMENTATION FOR ITEMS WHICH MAY BE ON THE AGENDA
  - TREASURER SENDS OUT ALL FINANCIALS

**ABBOTT LIBRARY TRUSTEES' AGENDA**

**Abbott Library – 6:30 p.m.**

**December 20, 2016**

- I. Chair's Remarks Terri White
- II. Approval of Minutes Carol Brudnicki
  - A. November 15, 2016
- III. Report from the Friends of the Abbott Library Danko/White
- IV. Report from the Abbott Library Foundation Tom Mickle
- V. Treasurer's Report Denise Bressette
  - A. Review of Financials
  - B. Review/Approve Bill Manifest
  - C. Trust Funds Update
- VI. Director's Report Mary Danko
- VII. Chair's Report Terri White
  - A. Strategic Plan Update
  - B. Book Sale Tables
  - C. Election 2017
  - D. Upcoming Meetings
  - E. Presentation – Keith Chrisman – Solar Panels
- VIII. Old Abbott Library Terri White
- IX. Old Business/Other Business
- X. Public Comment
- XI. Adjournment to Non-Public Session 91-A:II a – The dismissal, promotion or compensation of any public employee
- XII. Adjournment

### **BUDGET INFORMATION**

I did not hold a special meeting prior to our regularly scheduled meeting as payroll and health benefits information is just now being received after having been reviewed by the Selectmen on Monday evening.

Mary and Denise will have information for us to review on Tuesday evening along with a draft of the packet of information which we review with the Advisory Budget Committee and Selectmen on October 28<sup>th</sup>.

A huge thank you to Mary and Denise for pulling everything together quickly for our review!

### **OLD ABBOTT LIBRARY**

Denise, Tom, Carol and I attended Monday night's Selectmen's Meeting. The realtor who has the building listed provided an update and a proposal was also presented from the Sunapee Historical Society. I will provide an update at our meeting Tuesday evening.

### **NON-PUBLIC SESSION**

I have noticed a Non-Public Session at the end of our meeting for the purposes of discussing the review of the Director.

### **UPCOMING MEETINGS**

10/25/16	Trustees' Meeting	6:30	Abbott Library
10/28/16	Budget Meeting with Selectmen and Advisory Budget Committee		
11/15/16	Trustees' Meeting	6:30 p.m.	Abbott Library
11/16/16	Friends' Annual Meeting	6:30 – 7:30	Abbott Library
12/20/16	Trustees' Meeting	6:30	Abbott Library
1/17/17	Trustees' Meeting	6:30	Abbott Library
1/18/17	Strategic Planning Forum	6:30	Abbott Library

# AGENDA

- FULL AGENDA IS POSTED (NOT REQUIRED ONLY MEETING NOTICE AND NOTICE OF NON-PUBLIC SESSION)
  - LIBRARY
  - LIBRARY WEBSITE
  - TOWN HALL BULLETIN BOARD
  - POST OFFICE BULLETIN BOARD
- NOTICE OF NON-PUBLIC SESSIONS
- NOTICE OF PUBLIC HEARINGS
  - \*\*\*\*NOTE STATUE 202-A:4-c TRUSTEES' AUTHORITY TO ACCEPT AND EXPEND GIFTS\*\*\*\*
  - DIFFERENT NOTICING PROCEDURE
- HAVE EXTRA COPIES OF AGENDA AND HANDOUTS FOR PUBLIC



# EFFECTIVE MEETING MANAGEMENT

- ALWAYS START MEETINGS PROMPTLY
- ANNOUNCE EXCUSED ABSENCES/APPOINTMENTS OF ALTERNATES
  - USE ALTERNATES EFFECTIVELY
- KEEP MEETING ON TASK/AGENDA
- ENCOURAGE DISCUSSION/MOVE THROUGH AGENDA/KNOW WHEN TO CURB DISCUSSION
- RIGHT TO KNOW LAW OUTLINES THAT ALL MEETINGS ARE OPEN TO THE PUBLIC/DOESN'T MEAN THE PUBLIC CAN TAKE OVER THE MEETING/UNLIMITED PUBLIC COMMENT
- DELEGATE TASKS/KEEP BOARD MEMBERS INVOLVED/INVOLVE USING THEIR STRENGTHS

QUESTIONS?????

THANK YOU!

GOOD GOVERNANCE = GREAT LIBRARIES!!!