

KIMBALL LIBRARY BOARD OF TRUSTEES

MEETING PROCEDURES

Atkinson, New Hampshire

The Kimball Library greatly values community input to achieve its mission and the Board of Trustees welcomes input from all Atkinson residents. Aside from public hearings, New Hampshire state laws do not require including comment from members of the public at library trustee meetings. The following procedures allow for the orderly conduct of library business.

MEETING SCHEDULES

1. Regular meetings of the Board of Trustees shall be held monthly. Please visit the library's website (kimballlibrary.com) for meeting dates and agendas posted under ABOUT US/TRUSTEE MEETING AGENDAS AND MINUTES or go to <https://kimballlibrary.com/about/2010-trustee-meeting-minutes/trustee-meeting-minutes-agendas-2025/>.
2. The Trustee Chair shall determine if a meeting should be postponed or cancelled due to insufficient business or other matters.
3. If the Library is closed, then there will be no meeting. The Library Director will contact the Trustee Chair.
4. The Trustee Chair will be responsible for providing notice of a cancelled meeting to the Board; the Library Director will update the agenda postings.
5. Special meetings may be called by the Chair. All meetings shall be properly noticed as required by RSA 91:A2 II.
 - a. Special meetings are generally limited to one or more items requiring board action.
 - b. A minimum of twenty-four (24) hours notice shall be given to each Trustee by the Chair.
6. Emergency meetings may be called by the Chair.
 - a. Every effort will be made to post a notice of such a meeting as early as possible.

MEETING CONDUCT

1. Guests invited to appear will receive a copy of these procedures and acknowledge having read and understood them by signing in at the meeting.
2. All attendees have a responsibility to adhere to the highest ideals of civility and decorum while participating in meetings.
3. The Chair of the Trustees shall be responsible for ensuring that all meetings comply with the requirements of these procedures. The Chair shall have the cooperation and support of the full Board of Trustees in maintaining order and civility throughout board meetings.
4. The Chair will recognize each invited guest and will state the subject of their appearance. If relevant to a current agenda item then that item will be identified. A guest shall identify themselves by name and address after being recognized by the Chair. The guest will confine their remarks to three (3) minutes.
5. All remarks must focus on the merits of their application topic or named agenda item. Guest comments shall be professional and shall not include personal or professional attacks or accusations unrelated to official trustee or library staff duties.
6. Only one guest shall be allowed to speak at a time; interruptions will not be tolerated.

7. Each invited guest shall speak only once per meeting. Exceptions may be made at the discretion of the Chair; however, all other registered guests must speak first before anyone can speak again.
8. The Chair will limit or excuse any speakers who are determined by the Chair to be disruptive or whose remarks are rude, personal or slanderous. If the person fails to desist, the Chair may order a recess or an adjournment of the meeting. If the disruptive behavior continues, according to library policy, the individual will be asked to leave the library. If necessary, the police may be called to assist the individual in leaving the Library.

