

Southern NH Library Cooperative Agreement

ARTICLE I. Name

The name of this association shall be the Southern NH Library Cooperative (the "Cooperative").

ARTICLE II. Purpose

The purpose of the Cooperative shall be to improve library services at the member libraries through a shared catalog, shared resources, exchange of information, use of combined membership strength for purchasing power, and all other cooperative efforts the membership may agree upon.

ARTICLE III. Membership

Section 1. Current membership includes Kimball Library, Atkinson NH, the Plaistow Public Library, Plaistow NH, and the Sandown Public Library, Sandown NH (collectively, the "Member Libraries").

Section 2. Each Member Library shall have one vote.

Section 3. Each Member Library shall annually demonstrate commitment to its community to adequately fund its own library as set forth in RSA 202 A: 4-a: "Any city or town having a public library shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided."

Section 4. Each Member Library shall be responsible for its financial obligation for:

- (a) An initial legal review of this Cooperative Agreement;
- (b) The migration of each individual Member Library holdings for the Integrated Library System ("ILS") system;
- (c) The equally divided cost for installation, implementation of the ILS system;
- (d) The equally divided cost for the initial hosting, training, maintenance, and technical support of the ILS system as set forth in the agreement with the ILS vendor ("ILS Agreement").
- (e) Additional costs incurred by Member Libraries related to the ILS system shall be borne by each Member Library individually.

Section 5. Each Member Library must comply with the procedures developed by the Member Libraries.

Section 6. The Cooperative welcomes inquiries from libraries interested in becoming a Member Library.

Section 7. New Member Libraries may join the Cooperative upon fulfillment of the requirements of Membership, and giving at least six months prior written notice to the Library Directors of the Member Libraries. New Membership requires acceptance by a majority vote of the Member Libraries and a vote will be held during the annual general meeting in May.

ARTICLE IV. Governance and Administration

Section 1. The Library Directors of the Member Libraries are required to fully participate in the management of the Cooperative.

ARTICLE V. Meetings

Section 1. The Cooperative shall meet at least quarterly and may meet with greater frequency as necessary. Each library shall be expected to be represented at meetings by a delegate.

Section 2. The Cooperative shall hold an annual general meeting each May. Agenda items for the annual general meeting should be submitted by April 1st to the then appointed Secretary, which position will rotate between the Member Libraries from year to year.

Section 3. No action shall be taken on agenda items at any Cooperative meeting without the presence of at least one representative of each Member Library.

A simple majority of the Member Libraries shall be sufficient to constitute a passing vote.

ARTICLE VI. Committees / User Groups

Section 1. Committees or User Groups shall be appointed by the Library Directors, as the Cooperative shall from time to time deem necessary to carry out the work of the Cooperative. Commitment by each Member Library of staff to key committees is required.

Section 2. Special or standing committees shall be appointed by the Member Libraries.

Section 3. If discretionary funds are being considered for future development and improvement of software or cooperative buying opportunities, an Executive Committee consisting of the Trustee Chairs (or designees) of all Member Libraries shall be assigned to determine if such funds are available.

ARTICLE VII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rule of Order Newly Revised, at the time of application*, shall govern the Cooperative in all cases to which they are applicable and in which they are not inconsistent with this agreement and any special rules of order the Cooperative may adopt.

ARTICLE VIII. Amendment of Agreement

The Cooperative Agreement can be amended at the annual meeting of the Cooperative by a majority vote, provided that the amendment has been submitted in writing by April 1st to each of the Board of Trustees of the Member Libraries.

ARTICLE IX. Exit

In order to withdraw from the Cooperative, the exiting Member Library must give twelve months notice to the Cooperative before its commitment under the ILS Agreement ends. All expenses of withdrawing, including withdrawing records and any contract balance owed, will be the responsibility of the withdrawing Member Library.

Approved: September 30, 2011

Updated: May 6, 2019