

# Clymer-French Creek Free Library

## CLYMER-FRENCH CREEK FREE LIBRARY BYLAWS

### MISSION STATEMENT

The Clymer-French Creek Free Library exists to provide quality library service to the residents of Clymer and French Creek in an open and non-judgmental environment with free access to library materials in variety of formats.

### PREAMBLE

The Board of Trustees (hereinafter designed as the “Board”) of The Clymer-French Creek Free Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated December 18, 1939, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following bylaws.

### BYLAWS

#### 1. NAME OF ORGANIZATION

- a. The name of the organization shall be the Clymer-French Creek Free Library

#### 2. PURPOSE

- a. The purpose of the organization is to provide superior library service to the residents, adults and children, of the communities of Clymer and French Creek.

#### 3. FISCAL

- a. The fiscal year of the library shall be January 1 to December 31 of the year.

#### 4. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of up to nine members, and must consist of an odd number of board members. Each member is elected for terms of five years each, with a limit of two consecutive terms and a minimum year break before beginning a new term. New members will be voted in during the Quarter 3 meeting, and take office at the start of the new year.
- b. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district. The Board aims to have equal representation of members residing in Clymer, the North Clymer area, and French Creek.
- c. Unexcused absences from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. The President shall inform the absent

Board Member in writing the condition of this deferral if dismissal is deferred by Board action.

- d. Trustees agree to a five year term, although the capacity in which they serve is encouraged to change within that time period.
- e. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
- f. The Board may remove a Trustee for misconduct, incapacity, neglect of duty, or Educational Law 226; subdivision 8.
- g. Each Trustee shall have one vote, irrespective of office held.
- h. A Trustee must be present at a meeting to have his/her vote counted.
- i. A majority of the whole Board (including vacancies) is required for any motion to pass.
- j. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

## 5. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
  - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
  - ii. The **Vice President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
  - iii. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
  - iv. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

## 6. DIRECTOR

- a. The Board shall appoint a Director who shall be the chief executive officer of the library corporation and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the

operation of the library under the financial conditions contained in the annual budget.

- b. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

## **7. COMMITTEES**

- a. A nominating committee shall be appointed by the President three months prior to the Quarter 3 meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.
- b. Committees for specific purposes may be appointed by the President, such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- e. The President shall be, ex officio, a member of all committees.

## **8. MEETINGS**

- a. See Open Meetings Policy

## **9. AMENDMENTS**

- a. Amendments to these Bylaws may be proposed at any regular meetings and shall be voted upon at the next regular meeting. Written notice of the proposed amendments or amendments shall be sent to all absent members at least 10 days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.
- b. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

## **10. PROCEDURE**

- a. All procedures not specific herein shall be in accord with Robert's Rules of Order, Revised

**Approved by the Clymer-French Creek Free Library Board of Trustees**

*All public libraries in New York State are required to make their Bylaws easily accessible to the public, including posting them on the library's website. (Education Department Regulations (8 NYCRR) § 90.2)*