



Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

www.cliftonspringslibrary.com

BY-LAWS

I. NAME

The name of this library shall be Clifton Springs Library as chartered by the State of New York as an Association Library.

II. PURPOSE

Its purpose shall be to maintain a circulating library, free for public use to the residents of the village of Clifton Springs.

III. BOARD OF TRUSTEES

Section 1

The business and affairs of Clifton Springs Library shall be managed and conducted by a Board of Trustees representing residents of the area served. The Board shall be comprised of a minimum of nine (9) and a maximum of fifteen (15) members to serve a term of 3 years each. The current Board consists of ten (10) members.

Section 2

Election shall take place at the Annual Meeting which shall be held in November of each year. Trustee terms shall be three (3) years with the term beginning the first day of January following the annual meeting and ending the last day of December on the third year of the term.

Section 3

Vacancies which occur for reason other than the expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Trustees who wish to resign should do so in writing to the Secretary.

Section 4

Any Trustee who shall fail to attend three (3) consecutive meeting without good and sufficient reason, shall be deemed to have resigned as a Trustee. This vacancy shall be filled as soon as possible by the Board. After two (2) consecutive absences, the Secretary shall mail a formal notice including the wording of the previous sentence to the absent Trustee.

IV. POWERS AND DUTIES OF THE BOARD

Section 1

The Board of Trustees shall develop a Long Range Plan of Service for the library which includes goals and objectives. The Board shall periodically review this plan to see that these objectives are met.

Section 2

The Board shall establish policies for the operation of the library and which shall insure the accomplishment of the library's goals and objectives.

Section 3

The Board shall appoint a qualified library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

- a) The Director shall be responsible for the everyday operation of the library, including the selection and purchasing of library resources, materials, and equipment.
- b) The Director shall be responsible for the employment and direction of staff.

V. OFFICERS OF THE LIBRARY

Section 1

The officers of the Board of Trustees shall be: President, Vice President, Secretary, and Treasurer, and shall be elected from the Board of Trustees.

Section 2

Officers shall serve a term of one (1) year. Tenure of the President shall be limited to three (3) consecutive full terms of one (1) year each upon recommendation by the Board.

Section 3

A Nominating Committee shall be appointed by the President two (2) months prior to the Annual Meeting to designate a slate of officers at the Annual Meeting. Additional nominations may be made from the floor. The vote for officers shall be by secret written ballot if two (2) or more Trustees have been nominated for one (1) office.

Section 4

The President shall preside at all meetings of the Board, authorize calls for any special meeting, appoint all Committees, execute all documents authorized by the Board, serve as ex-officio voting member of all Committees, and generally perform all duties associated with that office.

Section 5

The Vice President, in the event of the absence or disability of the President, or in the event of a vacancy in that office, shall assume and perform the duties of the President.

Section 6

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 perform all duties associated with that office.

Section 7

The Treasurer shall oversee the financial affairs of the library and perform all duties associated with that office. The Treasurer shall report to the Board a comparison of the Annual Budget and

expenditures to date at each meeting. The Treasurer shall present an Annual Budget to the Board at the Annual Meeting for adoption.

VI. MEETINGS

Section 1

The Annual Meeting shall be held at the regular meeting in November for the purpose of election of officers and Trustees and for budget approval.

Section 2

There shall be a minimum of eight monthly meetings between January and October.

- a) Meetings will be held on the third Thursday of the month unless otherwise set by a majority of the Board.
- b) Written notice of each meeting shall be sent to each Trustee along with an Agenda, a copy of the previous meeting's Minutes, and any other pre-reads at least one (1) week in advance of said meeting.

Section 3

Special meetings may be scheduled at the direction of the President or at the request of a majority of the Trustees.

Section 4

A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined by the President and written notice thereof shall be sent to all Trustees.

Section 5

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 will permit:

- 1) Roll Call
- 2) Public Comment
- 3) Secretary's Report
- 4) Treasurer's Report
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Announcements and Adjournment

Section 6

The library Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

VII. COMMITTEES

Section 1

The President shall appoint the following standing Committees of the Board:

- a) Building and Grounds
- b) Personnel
- c) Finance
- d) Public Relations and Fundraising
- e) By-laws and Policy

Section 2

The President is empowered to appoint any ad hoc Committees as they are needed. All committees will work closely with the Director.

Section 3

When the President appoints the Committees in January, he/she shall charge each Committee to meet with the Director as necessary and to present a report of findings and recommendations to the Board at (a) regular meeting(s).

VIII. AMENDMENTS, REPEALS, & ADDITIONS

The Board may amend these By-laws by a majority vote of all members provided notice of the changes has been presented prior to the meeting at which the vote is taken. Notice thereof will be given in the Agenda of the next meeting.

Revised by the Clifton Springs Library Board of Trustees 8/16/2018
Revised by the Clifton Springs Library Board of Trustees 11/2005
Revised by the Clifton Springs Library Board of Trustees 03/1993
Adopted by the Clifton Springs Library Board of Trustees