

BYLAWS OF THE HEPBURN LIBRARY OF MADRID

Adopted August 9, 2010; Revised January 15, 2016
By the Board of Trustees of the Hepburn Library of Madrid

The Hepburn Library of Madrid was chartered by the New York State Education Department in 1917. The name of this board is the Board of Trustees of the Hepburn Library of Madrid.

MEMBERSHIP

The Board is comprised of five to fifteen members whom reside within the Library's chartered to serve area. Each Trustee is nominated by the Town Supervisor. The term of a Trustee is three years.

MEETINGS

Regular meetings of the Board are scheduled on the second Thursday of each month at 6:00 p.m. in the Library. The date and time may be changed by the President in order to ensure a quorum or to meet special situations. Public notice is given of every meeting of the Board.

Special Meetings: Special meetings of the Board may be called by the President of the Board or upon written request by two or more members of the Board. Notice of the time and place of a special meeting shall be telephoned/e-mailed to each Member at his or her usual place of business or residence at least forty-eight hours prior to the time of the meeting. All Trustees must sign a Waiver of Notice in regards to the special meetings.

Open Meetings: All meetings of the Board, except executive sessions, are subject to the New York State Open Meeting Law and are open to the public.

Quorum: Three members of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, the vote of a plurality of the Members having voting power shall decide any question brought before such meeting.

Rules of Order: The latest revision of Robert's Rules of Order governs the conduct of all Board meetings.

Order of Business: The order of business shall be determined by the President of the Board.

Attendance at Meetings: Any Board member who fails to attend three consecutive meetings without excuse shall be deemed to have resigned. [NY State Education Law 226.4.]

OFFICERS

Officers of The Board are: President, Vice-President, Secretary, and Treasurer.

Election of Officers: A nominating committee shall be appointed by the President two months prior to the end of the library year. The Officers shall be chosen annually at the regular December meeting by a majority vote of the Board. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Board shall be necessary to an election. Additionally, a notice of officers and new or renewed terms of library board members shall be shared with the Town Supervisor at the beginning of any new year in order that an update is known to Town officials and can be logged into the Town Board minutes.

Duties of President: The President presides at all Board meetings and appoints committees of the Board.

Duties of Vice-President: The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

Duties of Secretary: The Secretary signs all documents requiring the Secretary's signature. Board minutes are recorded by the Secretary and are approved monthly by the Board.

Duties of Treasurer: The Treasurer monitors the budget, financial records, reports, audits, and investments.

COMMITTEES

Committees are appointed as needed by the President. Committees include, but are not limited to: the Budget Committee, Public Relations, Technology, Policy, Financial, Buildings and Grounds, Grants and Personnel. Ad

hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Committee.

FINANCES

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State law and regulations.

LIBRARY DIRECTOR

The Board shall select, appoint, and evaluate a qualified library director who shall be the executive and administrative officer of the library. The Director shall be responsible for the performance duties as spelled out in the the job description provided by the Board. It shall be the duty of the Director to attend all meetings of the Board, including budget meeting or public meetings where action may be taken affecting the interests of the library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

AMENDMENTS

These by-laws may be amended, repealed, or added to by a majority vote of the whole Board at any regular meeting, or special meeting called for that purpose, providing that notice of the amendment was given at the preceding regular meeting of the Board.