

V. BY-LAWS

By-Laws of the Louise Adelia Read Memorial Library

Hancock, New York 13783

Article I - Office of Trustees

1. The Board of Trustees shall be 5 in number.
2. The term of office of trustees shall be 5 years.

Article II - Officers

1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. The Treasurer shall be appointed by the Board.
2. Officers shall be elected at the first regular meeting of the library year by a majority vote of the Board.
3. All officers shall have the usual powers associated with their office (or their duties may be specifically noted in the By-Laws).

Article III - Meetings

1. Regular meetings shall be held 4 times a year, at dates and times to be established by the Board at the beginning of the library year.
2. Special meetings shall be held at the call of the President or any three trustees.
3. A majority of the designated number of the Board shall constitute a quorum.
4. The order of business shall be as follows:
 - a. Review of minutes of previous meeting
 - b. Correspondence and communications
 - c. Report of the Librarian
 - d. Financial report
 - e. Report of special committees
 - f. Unfinished business
 - g. New business
 - h. Adjournment
5. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election. A vacancy among the trustees shall be filled by appointment with a majority vote of the trustees.

Article IV - Committees

1. The President of the Board shall appoint all committee members.
2. 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.
3. All committee actions are subject to approval by a majority of the Board.

Article V - Librarian

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

Article VI - Amendments

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Adopted August 13, 1985