

# **BYLAWS OF THE KINNEY MEMORIAL LIBRARY**

**As revised and effective June 27, 2017**

The Board of Trustees (Hereinafter designated as the “Board” of the Kinney Memorial Library, a corporation created under an absolute charter granted under Section 253 of the New York State Education Law by the Board of Regents of the state of New York, dated June 23, 1972, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws:

## **1. NAME OF ORGANIZATION**

- a. The name of the organization shall be the Kinney Memorial Library.

## **2. PURPOSE**

- a. The purpose of the organization is to provide library service to the residents of the town of Hartwick.

## **3. FISCAL**

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

## **4. BOARD OF TRUSTEES**

- a. The library shall be governed by a Board of Trustees. The Board shall consist of seven (7) members, appointed by the Hartwick Town Board for terms of five (5) years.

- b. Eligibility for office shall be limited to adults residing or owning property within the town of Hartwick or surrounding areas.

- c. Absence from three (3) 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. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing of this deferral.

- d. If a vacancy occurs due to the expiration of a term, the Board shall make a recommendation(s) to the Hartwick Town Board of persons interested and qualified in filling said vacancy. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the remaining members of the Board of Trustees of the Kinney Memorial Library.

- e. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library’s educational purpose as provided in Education Law 226, subdivision 8.

- f. Each Trustee shall have one vote, irrespective of office held, and must be present at a meeting to have his/her vote counted.

- g. All actions of the Board shall be of the Board as one unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.

## **5. OFFICERS**

a. The officers of the Board shall be the President, Vice President(s), Secretary and Treasurer, elected annually by the Board at the annual meeting in January. The Board may also appoint a Deputy Treasurer, as needed. 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:

1. 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, and generally perform all duties associated with that office.

2. 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 and shall perform such other duties as are generally associated with that office.

3. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

4. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office.

5. The Deputy Treasurer shall, in the absence or inability of the Treasurer, perform the duties of the Treasurer.

## **6. LIBRARIAN/DIRECTOR**

a. The Board shall appoint a Librarian/Director who shall have charge of the administration of the library under the direction and review of the Board. The Librarian/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 services to the public; and for the operation of the library under the financial conditions in the annual budget.

b. The Librarian/Director shall render and submit to the Board reports and recommendations of such policies and procedures, which in the opinion of the Librarian/Director, will improve efficiency and quality of library services. The Librarian/Director shall attend all Board meetings.

## **7. COMMITTEES**

a. 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.

b. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific action to act.

## **8. MEETINGS**

a. Meetings shall be held each month on the fourth Tuesday at 6:30 p.m., unless determined otherwise by the Board.

b. A special meeting of the Board may be called at any time by the President or upon the request of three (3) members for a specific purpose.

c. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of officers.

d. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a meeting, the attending members may set a date for another meeting to be held, and the presiding officer shall notify the absent members of this specially called meeting.

e. The order of business for regular meetings shall include, but not be limited to, the following items:

1. Call to Order
2. Approval of prior meeting minutes
3. Period for public comment
4. Treasurer's Report
5. Librarian's Report
6. Committee Reports
7. Old Business
8. New Business
9. Other Business
10. Adjournment

## **9. AMENDMENTS**

a. Amendments to these Bylaws may be proposed at any time. Written notice of the proposed amendment or amendments shall be sent by mail or email to all Board members at least three days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment(s).

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 (2/3) of the members of the Board shall be present and two-thirds (2/3) of those present shall so approve.

## **10. PROCEDURES**

a. All procedures not specified herein shall be in accord with Robert's Rules of Order, revised.