

FOR BY-LAWS

ARTICLE I NAME

The name of this library shall be the Kinney Memorial Library according to the agreement adopted when the Hartwick Free Library turned over all publications and equipment of the then Hartwick Free Library.

ARTICLE II PURPOSE OR MISSION

The Kinney Memorial Library is a popular materials library, featuring current high interest materials in a variety of formats to fill the recreational, informational, and educational needs of the whole community. Its secondary role is cultural and educational as a local history collection it's accessible and useable for the community. In this role the library will continue to cooperate very closely with the Hartwick Historical Society.

ARTICAL III MEMBERSHIP

- A person may register with the Director who will issue a library card.
- A. Proof of person.
 - B. On entering kindergarten with parents signature.
 - C. Two week lending of books, videos, Music CD's, Magazines, and Audio's.
 - D. That patron will pay for lost or damaged items.

ARTICLE IV FISCAL YEAR

The fiscal year of the library shall be from January 1 through December 31.

ARTICLE V GOVERNING STRUCTURE BOARD OF TRUSTEES

The Board of Trustees shall consist of 7 members, each appointed for a term of 5 years and each shall be a resident of the Town of Hartwick, Otsego County New York.

The name of a prospective Board member must be presented to the Town Supervisor for approval by the Town Board.

Once approved by the Town Board, the oath of office is required for public office.

The Library Board with the Director shall set the policies for the operation of the library in writing. It should be reviewed annually.

The Library Board shall evaluate the Director annually and advise the Director of their findings.

The Library Board shall prepare a request for adequate funding for operation of the library.

Each library member, in order to be informed, shall spend some time in the library.

The Board shall appoint those committees they deem necessary for the best operation of the library.

ARTICLE VI DIRECTOR

Said person shall have immediate care of library facilities

- A. Care of book collection and equipment.
- B. Shall select books for acquisition.
- C. Shall attend workshops and book selection meetings sponsored by the Four County Library System as long the library is affiliated with 4CLS.

- D. SHALL KEEP ACCOUNT OF MONIES received for use of copier, faxing, book replacement, and tape replacement. These monies shall be turned over to the Board Treasurer on a monthly basis.
- E. Shall attend Board meetings at which she (or he) will report on circulation, attendance, book additions, computer use, and any statistics, which enable Board to see how library is being used.
- F. Shall prepare the annual report with cooperation of Treasurer, which goes to Four County. (Annual State Report)
- G. Shall NOT incur any liability on behalf of Library without authority granted by Board of Trustees.

For overall list of duties see policy manual.

ARTICLE VII MEETINGS

The Board shall meet monthly on the fourth Tuesday at 7p.m., unless determined otherwise by the Library Board. The annual election of officers, committee appointments, and presentation of financial and other reports for the preceding year shall take place at the regular meeting to be held in January.

Special meetings of the Board may be called by the President, or , in his or her absence, by the senior trustee on written request of 4 trustees stating the purpose for which the meeting is to be held.

Four (4) members of the Board shall constitute a quorum.

ARTICLE VIII AMENDMENTS

These By-laws may be altered, amended, or replaced and new By-laws adopted by a majority vote of the Board of Trustees, provided that notice of any proposed change has been provided to the Board in writing ten days in advance.