

Milford Free Library

Trustees By-Laws

Membership of the Library

This organization is and shall be known as the Milford Free Library Association, existing by virtue of the provisions in the absolute charter number 12093 granted by the regions of the University of the State of New York on March 29th, 1974 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter. Membership in the association shall consist of any persons over the age of 16.

Trustees & Officers

The Board of Trustees shall consist of no fewer than 5 to 9 members whose terms will begin in January for a five-year term expiring in December. Vacancies which occur for reasons other than expiration of the term shall be filled for the balance of the unexpired term by the Board of Trustees.

The Board of Trustees shall be elected by the trustees at the annual meeting each year and they shall be a president, a vice president, a secretary and a treasurer, elected from among the Board of Trustees. These officers will be subject to the rules and direction of the trustees and shall have the usual powers and duties of such officers.

The president shall preside at all meetings of the board, authorize calls for any special meetings, execute all documents authorized by the board and generally perform all duties associated with that office.

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.

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

The treasurer shall be the dispersing officer of the board, shall sign all checks and shall perform such duties as are generally associated with that office.

Meetings

Meetings shall be held not less frequently than bi-monthly at the call of the president, or any two trustees. Members of the public are welcome to attend meetings which will be posted on social media. Our official Annual Meeting will be held in December.

The order of business shall be in accordance with parliamentary procedure at the discretion of the chairperson.

The Librarian/Library director shall attend all meetings, may participate in the discussion and offer professional advice but does not vote upon any question.

Finance, Books, Administration

The trustees, along with the librarians shall control and supervise all library funds, income and expenditures and all real or personal property. The aforementioned shall audit all bills and the accounts of the treasurer and librarians. The librarians shall control and supervise the selection, buying and exchange of books and serials with input from trustees as appropriate.

The librarians shall examine the books, their age and condition, from time to time, and report total number of books acquired and discarded over the prior year, at the Annual Meeting.

The trustees, along with the librarians shall control and supervise the library buildings and grounds, the furnishing and care of rooms and all matters of administration not specifically mentioned above.

Director

The board shall appoint a qualified Librarian/Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director may appoint part-time or temporary employees with approval from the Board of Trustees.

The Library Director is responsible for the proper direction and supervision of volunteer staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of service to the public and for operation within the budgeted appropriation.

Rules

The rules for governing the library shall be made by the Board of Trustees.

Quorum

Four members shall constitute a quorum.

Amendments

These by-laws may be amended by an affirmative vote of two-thirds of the members present at a meeting, provided that notice of such amendments or changes shall be given at a previous meeting, and provided further that the proposed amendments may be entertained at any meeting without such notice by unanimous consent of the full Board of Trustees.

Revised & Adopted at the Milford Free Library Board of Trustees meeting 5/1/23