

CONSTITUTION AND BY-LAWS
of the
SMYRNA PUBLIC LIBRARY

I. TITLE AND OBJECT: This organization shall be known as the Smyrna Public Library. Its object shall be to maintain a circulating library and reading room for the free public use of the inhabitants of the Town of Smyrna and vicinity.

II. TRUSTEES: The governing body of the library shall be a Board of Trustees, consisting of five members. Trustees are to be residents of the Town of Smyrna, appointed by the Town Board for a term of five years.

1. A vacancy in any office of trustee occurring for cause other than expiration of term of office shall be filled by vote of the remaining trustees according to law, provided, however, that such election shall be only for the unexpired portion of that term.
2. No member of the Town Board shall be eligible for the office of Trustee, nor may a paid employee of the library be appointed or elected to the Board.
3. Any trustee failing to attend three consecutive meetings without satisfactory excuse shall be deemed to have resigned and the unexpired term shall be filled as provided in these by-laws.

III. MEETINGS: The Trustees shall meet in the library for their regular yearly meetings. Time of each meeting shall be communicated to all Trustees by the secretary at least five days in advance of the meeting and will be publicly posted, per Open Meetings Law.

1. Other meetings may be called and held as provided by law. (Section 226, subdivision 3, of the Education Law, Laws of 1947, Chapter 820.)
2. The first meeting of the year shall be the annual reorganization meeting, at which time the Trustees shall elect from their number a president, vice-president, secretary, and assistant treasurer. The terms of office shall be for one year.
3. Three Trustees shall constitute a quorum at any meeting.

IV. DUTIES OF OFFICERS:

1. The President of the Board shall preside at all meetings, shall generally perform the duties of a presiding officer, and shall be an ex-officio member of all committees.

2. The Vice-President shall preside at all meetings during the absence of the President.
3. The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of regular meetings, and on authorization, of all special meetings; shall have custody of the minutes; shall notify the appointing body of any vacancy on the Board, except as defined in Article II, Section 1 of these by-laws.
4. The Treasurer shall have charge of all library funds and income; shall report at each meeting on the state of funds, having all board members present initial checkbook and money market ledgers; shall have custody of all treasurer's books and records; shall see that all checks are signed by two appointed board members; and that all bank statements, after reconciliation, are preserved; shall work with the bookkeeper to maintain payroll, employee files and Excel DropBox copy of ledgers; file annual financial reports to 4CLS and State Comptroller's Office; file annual salary update to Workers Comp insurance; shall prepare and keep the annual budget updated.

V. COMMITTEES: Standing or special committees shall be appointed by the President as deemed necessary.

VI. LIBRARIAN-APPOINTED-DUTIES: The Librarian of the Smyrna Public Library shall be appointed by the Board of Trustees. Within policies set forth by the Trustees, the Librarian shall be responsible for maintaining good library service, for the care and improvement of the library contents, for the keeping of necessary reports and records, and for bringing to the attention of the Trustees all matters of significance which will assist them in discharging their duties. It shall be the Librarian's duty to see that the Library is open during the hours stated.

VII. FISCAL YEAR: The fiscal year shall close on December 31st and the necessary reports will be submitted to the State Comptroller's Office and the Four County Library System as required.

VIII. AMENDMENTS: These by-laws may be amended at a regular or special meeting of the Board of Trustees, duly called, at which a quorum is present, by majority vote of the Trustees present, provided that a copy of the proposed amendment(s) was furnished to each member at the time of the call for meeting.

