

Springfield Library

Board of Trustees By-Laws

Springfield Library Mission Statement

Springfield Library is part of the Four County Library System.

We promote literacy, expansion of knowledge, and community involvement.

Preamble

The Board of Trustees (hereinafter designated as the "Board") of Springfield Library shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following by-laws.

Article I: Name of Organization

The name of the organization is the Springfield Library.

Article II: Purpose

The purpose of the organization is to provide superior library service to the residents, adults, and children of Springfield, New York.

Article III: Fiscal Year

The library year shall be from January to December.

Article IV: Board of Trustees

1. The allowable number of trustees on the Board shall not be less than five (5) nor more than nine (9).
2. The terms of office of trustees shall be three years.
3. No trustee shall serve more than two successive elected three-year terms. This is exclusive of any terms, appointed or elected, to fill an unexpired term.
4. After an absence of one year, a former trustee is eligible to return to the Board by appointment or election.
5. Trustees vacancies will be filled by appointment for the unexpired term by the President and approved by the Board.
6. Trustees shall be elected at the 4th quarterly meeting by a majority vote by the Board.
7. The Board reserves the right to replace a trustee who has missed two consecutive meetings.
8. A Trustee must be physically present at a meeting to have his/her vote counted.
9. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
10. Each trustee must sign a Conflict of Interest form.

Article V: Officers

1. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, elected at the 4th quarterly meeting.
2. A Nomination Committee shall be appointed by the President at the 3rd quarterly meeting.
3. The duties of the officers shall be as follows:
 - i. 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, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President will serve as the principal liaison officer to the Library Director.
 - ii. 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.
 - iii. The Secretary, or recording 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.
 - iv. The Treasurer shall be the chief fiscal officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by the Board President or other members of the Board as the Board may designate. The Treasurer shall have the right to speak on all matters under discussion at meetings but shall not have the right to vote. The Board may appoint an Assistant Treasurer.

Article VI: Library Director

1. The Board shall appoint a library director who shall be the executive and administrative officer of the library and shall have charge of the administration of the library under the direction and review of the Board.
2. The 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 service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
3. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings and will have the right to speak on all matters under discussion, but will not have the right to vote.

Article VII: Committees

1. Standing committees and special committees shall be established by the Board.
2. The following shall be standing committees: Public Relations/Program; Facilities/Personnel; Budget and Finance. The committees shall have the usual powers associated with such committees.
3. The President of the Board shall appoint all committee members.
4. The President with approval of the Board may appoint ad hoc committees. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Board.
5. All committee actions are subject to review and/or approval by a majority of the Board.
6. The President shall be, *ex officio*, a member of all committees.

Article VIII: Meetings

1. Regular meeting shall be held on a quarterly basis at dates and times to be established by the Board at the first regular meeting of the year.
2. Meetings shall be open to the public except when personnel issues are discussed.
3. A special meeting shall be held at the call of the President or on the request of any three trustees.
4. End of year financial reports for the previous year shall be presented at the regular meeting in January. The budget allocated to the library for the subsequent calendar year will also be presented to the Board.
5. A majority of the designated number of the Board shall constitute a quorum.
6. The order of business shall be as follows:
 - a. Roll call
 - b. Review of minutes of previous meeting
 - c. Financial report and approval of expenditures
 - d. Report of the Library Director
 - e. Report of Committees
 - f. Nominations and elections, if necessary
 - g. Correspondences and communications
 - h. Unfinished business
 - i. New business
 - j. Adjournment
7. Vacancies among the officers shall be filled at an election at a regular meeting. A majority vote of the trustees shall be necessary to an election.

Article IX: Dissolution Provision

In the event of dissolution, all of the remaining assets and property of the association shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501[c][3] of the Internal Revenue code or corresponding provisions of any subsequent Federal tax laws or to the federal government or to a state or local government for a public purpose or to another organization to be used in such a manner in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this association was formed.

Article X: Non-Inurement Provision

No part of the net earnings of the association shall inure to the benefit of any members, trustee, officer of the association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the association), and no member, trustee, officer of the association or private individual shall be entitled to share in distribution of any of the corporate assets upon dissolution of the association.

Article XI: Restrictive Legislation Provision

No substantial part of the activities of the association shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501[h] or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for political office.

Article XII: Restrictive Purposes and Activities Provision

Notwithstanding any other provision of these articles, the association is organized exclusively for one of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involved the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501[c][3] of the Internal revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an association exempt from Federal income tax under section 501[c][3] or corresponding provisions of any subsequent Federal tax laws.

Article XIII: Amendment of the By-Laws

These By-Laws may be repealed, amended, or added to by a majority vote of the entire 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.