

William B. Ogden Free Library
BY-LAWS

Article I: The regular meeting of the Board of Trustees shall be at 7:00 P.M. on the fourth Tuesday of alternate months beginning with the month of January, or specified by the Board of Trustees. Education Law § 226 (1) states that a “*majority of the whole number [of trustees, regardless of vacancies] shall be a quorum.*” Teleconferencing does not meet the requirements of the Open Meetings Law. Videoconferencing is permitted, but the videoconferencing sites must be open to the public and cited in the notice of the meeting. Proxies do not meet the requirements of the law.

Article II: Special meetings may be called by the President or by any two Trustees. Trustees shall receive a written notice prior to the meeting.

Article III: At the January meeting of each year the President, with the approval of the Board, shall appoint standing committees entitled: Finance, Building and Grounds, Administration, and Nominating. Each committee will consist of at least three members to serve one year plus terms. They shall act under the direction of the Board of Trustees and shall report to the Board as required.

Article IV: The Finance Committee shall, with the assistance of the Director and Business Manager, prepare and present a budget for the coming year and shall, throughout the year, render such additional reports and recommendations as may be deemed necessary to keep the Board informed on such financial matters as may arise. The Finance Committee shall have the oversight of all library funds, income, investments, expenditures, and budgeting. It shall determine the needs of the library and make recommendations for fund raising. They shall examine the contents of the safe deposit box and the financial reports of all accounts and holdings prior to the Annual Meeting. The books of the Business Manager shall be audited and the securities for the Association shall be examined by private auditor at the discretion of the Board before the Annual Meeting. Federal tax report 990 shall be completed by an independent, qualified individual. The Finance Committee shall, with the assistance of the Director, recommend utilization of all undesignated monetary gifts in accordance with the objectives of the Library.

Article V: The Building and Grounds Committee shall, with the assistance of the Director, make recommendations on all matters relating to the use and occupation of the building and grounds and shall prepare budgetary recommendation for the Finance Committee relating to the repair, alteration, safety, furnishing, heating, lighting, equipment, sanitation, required inspections, and all general maintenance of the building and grounds.

Article VI: The Administration Committee shall, with the assistance of the Director, annually review the basic policies and procedures of the Library as well as review staff job descriptions and rates of pay. The Administration Committee shall prepare budgetary recommendations for the Finance Committee relating to rates of pay/bonuses. The Administration Committee shall be responsible for interviewing and recommending to the Board candidates for the position of

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Director. They are responsible for annually evaluating the job performance of the Director, including a written review. They shall provide advice to the Director in areas of employee relations, recruitment, and retention as needed. The Administration Committee shall also make recommendation regarding changes in the Constitution and By-Laws of the Library.

Article VII: The Nominating Committee shall propose names of community members to fill expired terms and vacated terms of trustees (four year terms) and propose a slate of officers at the annual meeting (one year terms). Also, it shall acquaint new and proposed members with the library policies and procedures as well as trustee responsibilities.

Article VIII: The By-Laws may be amended by a two-thirds majority vote of the Trustees at any Annual Meeting if notice was contained in the call for the meeting. Proposed amendments will be available two weeks prior to the Annual Meeting.