

William B. Ogden Free Library  
CONSTITUTION

**Article I:** The name of this Association shall be the William B. Ogden Free Library.

**Article II:** The Association shall be located at Walton, Delaware County, New York.

**Article III:** The mission of the William B. Ogden Free Library is to enrich the literary and cultural lives of our community members, and to preserve the integrity of the historic structure of the library building.

**Article IV:** Any person who resides in the Walton School District and who is entitled to vote for the school budget is considered a member of the Association and is entitled to vote at the annual meeting.

**Article V:** The Annual Meeting of the Association shall be held on the fourth Tuesday in January or at a date specified by the Board of Trustees. A legal notice of this meeting shall appear twice prior to the meeting date. The regular meetings shall be held alternate months on the fourth Tuesday beginning in January, immediately following the annual meeting. Notice of all regular meetings will be sent to the news media, noted on the Library's website, and posted in the Library. Special meetings of the Association may be called by the President of the Board of Trustees or any two members of the Board. A majority of the whole number of trustees, regardless of vacancies, shall be a quorum.

**Article VI:** Vacancies on the Board of Trustees shall be filled at the Annual Meeting. Vacancies caused by the expiration of a Trustee's term shall be filled by a Trustee elected to serve four years. Every other vacancy shall be filled by an individual elected to serve out the unexpired term of the Trustee they are replacing. The appointment must be confirmed at the next Annual Meeting.

The full Board of Trustees shall consist of eleven members. The Library Director and the Business Manager shall attend regular meetings with no voting privileges. At the regular meeting of the Board, immediately following the Annual Meeting of the Association, and every second year thereafter, the Board of Trustees shall elect to hold office for one year, a President, Vice-President, Secretary, and Finance Officer.

**Article VII:** The Trustees shall oversee the general management of the library and its property. They shall provide ways and means for the maintenance and endowment, suitable rooms, furnishings, books, newspapers, periodicals, and equipment.

They shall appoint and fix the salary of the Library Director, needed assistants, and other employees. They shall make by-laws and have such powers and duties as are prescribed for trustees of Association Libraries by state law.

The President shall act as chairperson of the bi-monthly and specially called meetings, set the agenda in consultation with the Library Director, work closely with the Library Director and the

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Business Manager to understand the overall workings of the library, assign committees and individuals to carry out the plans agreed on by the Board of Trustees, and represent the library at town and village meetings and other functions when necessary.

The Vice-President shall support the President, serve as chairperson of meetings in the absence of the President, and assist with the meetings of the committees established by the Board.

The Secretary shall take minutes of all meetings. If another person has been designated by the board to take the minutes, they shall submit the minutes to the Secretary for review and submission to the board at least one week prior to the next meeting date.

The Finance Officer shall review accounting entries and bank reconciliations on a monthly basis. They shall review all library financial statements and expenditures prior to Board Meetings. They shall oversee the regular audit claims and chair the finance committee.

The Business Manager shall be bonded and shall receive, hold, and pay out funds under the direction of the Trustees. The Business Manager shall submit bi-monthly and annual reports to the Board regarding receipts, expenditures, assets, and liabilities. The Business Manager will work with the Director to create a yearly budget.

The Library Director shall be bonded and shall have charge of the day-to-day operation of the library under the direction of the Trustees.

**Article VIII:** The Constitution may be amended by 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.

**Article IX:** In providing public library service, the Trustees of the William B. Ogden Free Library are guided by the following ALA statements on access to information:

- Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement
- Interpretations of the Library Bill of Rights:
  - Access to Libraries Resources and Services for Minors
  - Access to Digital Resources and Services