

# BY-LAWS

## SCIO MEMORIAL LIBRARY

### Mission Statement

The **Scio Memorial Library** exists to provide free access to information and materials which might enlighten and entertain the residents of our community, in an open and non-judgmental environment.

(Approved on March 19<sup>th</sup>, 2015)

### Preamble

The Board of Trustees (hereafter designated as the "Board") of the Scio Memorial Library, exists by virtue of an Absolute Charter granted by New York State, on December 7<sup>th</sup>, 1911, and subsequently amended. It is governed by the New York State Education Law, the regulations of the Commissioner of Education and by the following bylaws:

#### ARTICLE I - The Library Board of Trustees

1. The Board of Trustees is the governing body of the Scio Memorial Library. Pursuant to the terms of the charter, the board shall consist of no fewer than five (5) and no more than fifteen (15) members, and the term of a trustee's service shall be five (5) years. Board members shall be eligible to serve multiple terms. Board members shall be elected and re-elected by a majority of the existing board, and once elected, shall assume their role immediately.
2. Eligibility for office shall be limited to adults residing within the charter area of the library or who are employed by an entity located within this area.
3. Board members shall indicate their willingness to attend regular and special meetings of the board. Board members who are absent for three consecutive board meetings without asking to be excused and receiving the approval of a majority of the board members, may be dismissed from the board by majority vote. In this instance, the dismissed board member will be notified in writing.
4. The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer and they shall perform the usual duties of their offices. Officers will be elected annually, by majority vote, at the December meeting and their appointments shall take effect on January 1<sup>st</sup> of the following year. Vacancies shall be filled as soon as practicable by board action.
5. Upon the request of any board member, any vote of the board will be conducted by secret ballot.

#### ARTICLE II – Meetings

1. Regular meetings shall be held each month at a date and time determined by the Board and shall be open to the public. Such information shall be posted at the library.
2. Special meetings shall be held upon reasonable notice and may be called by any officer or any three trustees.
3. A simple majority of the board shall constitute a quorum and any official action taken shall require the presence of a quorum.
4. An agenda will be provided for each meeting. The current edition of Robert's Rules of Order will prevail in the establishment of an order of business or in any issue not covered by these bylaws.

#### ARTICLE III - Committees

1. The President of the Board shall designate special committees as needed, and shall appoint such committee members and a committee chairperson. Such committees may include Building, Park & Grounds; Personnel; Finance; Fund-raising and Community Relations.
3. Non-board members with special interests and capabilities may be appointed by the President with the approval of the Board to increase the committees' effectiveness.
4. All committee actions are subject to approval by a majority of the Board.

#### **ARTICLE IV - Library Director**

1. It is the responsibility of the board to appoint a Library Director, who shall attend all meetings of the board. The Director is encouraged to speak on all matters under discussion at Board meetings, but shall not have the right to vote.
2. The Director shall be responsible for the care of the building and equipment; 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. The Director shall provide written reports of library activities, and recommend policies and procedures which would improve efficiency and the quality of library services.
3. The Director shall carry out all the policies of the Library as adopted by the board.
4. The Director shall present annually at the November board meeting a written statement of anticipated needs; in consultation with the treasurer the Director shall submit a proposed budget for the following year, and shall complete the annual report..
5. The Director shall be responsible for selecting and ordering books and other materials within the policies set down by the board.
6. The Director shall conduct an orientation program and supervise all staff and volunteers.
7. The Director shall attend professional meetings and workshops conducted by the Southern Tier Library System and make use of the services and consultants of the system. Regular salary shall be paid for attendance at such meetings.

#### **ARTICLE V - Duties and Responsibilities of the Board**

1. The board will comply with the laws and regulations of the New York State and its Education Department in its employment practices and in carrying out its fiscal and fiduciary responsibilities.
2. The Board will evaluate the Library Director's performance annually in the month of October..
3. The Board shall determine the plan of service of the Library and adopt written policies to govern the operation of the library. It shall insure that accurate records are maintained and accessible.
4. The function of the board is to ensure the library's financial stability, set appropriate policy, establish a long range plan for growth and sustainability, provide qualified personnel, advocate for the library's needs and enhance the library's reputation in the community.

#### **ARTICLE VI - Amendments**

These Bylaws may be repealed, amended or expanded by a majority vote of the board at a regular meeting upon one month's notice of such change to all members of the board..

These by-laws were proposed in this format on July 8<sup>th</sup>, 2015,  
following discussion during the preceeding 8 months,  
and approved by vote taken on July 8<sup>th</sup>, 2015

On February 26<sup>th</sup>, 2018, at a special meeting with all members present,  
the addition of words "in the month of October" to Article V, paragraph 2 was proposed.

Approved: \_\_\_\_\_