

GARDINER LIBRARY BOARD OF TRUSTEES BYLAWS

Adopted November 30, 2000
Revised April 17, 2006

- ARTICLE I *Name:* Gardiner Library Board of Trustees
- ARTICLE II *Objective/Aims/Duties:* The primary and fundamental object of the Gardiner Library is to provide free accessibility to books and other media for the residents of the Town of Gardiner.
- ARTICLE III *Membership:* An appointed five- to eleven-member Board of Trustees will conduct and manage the business and affairs of the Gardiner Library. Members will be appointed to five-year terms by the Town Board of Gardiner by the recommendations of the Library Board of Trustees. Vacancies that occur for reasons other than expiration of term may be filled at the next regular Library Board Meeting by appointment of the Library Board of Trustees. Trustees appointed in this manner will serve until the end of the term they are filling.
Board applicants will be interview at the regular meeting of the Library Board of Trustees and a recommendation for appointment will be made based on a majority vote of the Board of Trustees.
- ARTICLE IV *Attendance:* Any member of the Board of Trustees who fails to attend three consecutive regular monthly meetings without being excused by the majority of the Board shall be deemed to have resigned from the Board. The Secretary will inform the Trustees of the vacancy to be filled at the next regular meeting of the Board of Trustees. The procedure described in Article III for filling vacancies will be used to make the new appointment. The Secretary will inform the delinquent Trustees, in writing, of the action of the Board.
- ARTICLE V *Duties and Responsibilities of the Library Board of Trustees:* It will be the duty of the Board of Trustees to:
- A. Follow the laws of the New York State Department of Education, the policies of the Ramapo Catskill Library System, and personnel policies of the Town of Gardiner.
 - B. Manage the budget and funds, approve the purchase of furnishing, equipment, and supplies, and supervise the maintenance of services and facilities at the Gardiner Library.
 - C. Determine policies for the Gardiner Library.
 - D. Plan advertising, promotional, and community outreach activities.

- E. Provide a healthy, safe, supportive environment for the Gardiner Library staff and communicate with the staff on a regular basis.
- F. Hold regular monthly meetings and elect officers on a timely basis. Meetings will be conducted in accordance with *Robert's Rules of Order*, a copy of which will be maintained at the Gardiner Library.
- G. Maintain accurate records of meetings and financial information.
- H. Engage professional assistance to provide counsel and advice when necessary.

The Board of Trustees will have full executive power in any matter concerning the administration and management of the Gardiner Library. Under no circumstances will the Board of Trustees relinquish its prerogative in the discharge of its responsibilities.

Board members will not represent the Board or make commitments on behalf of the Board without prior Board approval. Board directives to individual Board members will be reflected in the minutes of the meeting in which the action was discussed.

ARTICLE VI

Officers: The officers of the Board of Trustees will be President, Vice President, Recording Secretary, Corresponding Secretary, and Financial Officer. The officers will be chosen from, and elected by, the Library Board of Trustees for a one-year term of office. All officers except the Recording Secretary and the Financial Officer will be limited to two consecutive terms in the same office. This rule will not preclude any officer being elected at a future date to an office previously held.

Duties of Officers:

President: The President will preside over and call all meetings of the Board of Trustees. The President will prepare all agendas. The President will maintain a general overview and knowledge of all services and responsibilities of the Gardiner Library and all matters before the Board, and will supervise the disposition of those matters in the interests and welfare of the Gardiner Library.

Vice President: It will be the duty of the Vice President to preside over Board of Trustees meetings in the absence of the President and to assist the President in the disposition of all matters before the Board.

Recording Secretary: The Recording Secretary will keep an accurate written record of the proceedings of each meeting of the Board of Trustees. The Recording Secretary will keep accurate records of votes taken at meetings or through telephone or email communication with members of the Board of Trustees. All written records will be maintained in a book or file to be maintained at the Gardiner Library.

Corresponding Secretary: The Corresponding Secretary will attend to all correspondence of the Board of Trustees and will give notice of all its meetings in a timely manner. The Corresponding Secretary will place

copies of all correspondence in a file to be maintained at the Gardiner Library.

Financial Officer: The Financial Officer will receive and keep accurate records of all funds received. The Financial Officer will make bank deposits in a timely manner and will provide written reports of all financial activities and matters at each monthly Board meeting or whenever called upon to do so. The Financial Officer will distribute funds only as directed by a majority of the Board of Trustees.

ARTICLE VII

Meetings:

Section 1: Regular Meetings. Regular meetings of the Board of Trustees will be held monthly to conduct the business of the Gardiner Library.

Section 2: Special Meetings. A special meeting of the Board of Trustees may be called by the President or by the Vice President in the President's absence. Board members must receive notice of the special meeting not less than three days prior to holding said meeting.

Section 3: Patron Attendance at Meetings. All patrons of the Gardiner Library will be encouraged to attend the regular monthly meetings of the Board of Trustees.

Section 4: Agenda. The following shall be the order of business for the monthly meetings of the Board of Trustees.

- A. Call to order
- B. Minutes of the previous meeting; review and acceptance or record of revisions
- C. Financial Officer's Report
- D. Director's Report
- E. Calendar of Events
- F. Communications and Correspondence
- G. Committee Reports
- H. Ongoing Matters
- I. New Matters
- J. Adjournment

Section 5: Quorum. Five Trustees will constitute a quorum necessary to conduct and transact the business of the Gardiner Library at a regular meeting. No action will be taken in the absence of a quorum, except that the Trustees present will be entitled to call a Special Meeting on a subsequent date.

ARTICLE VIII

Amendments: These bylaws may be amended by a two-thirds vote of the Board of Trustees, provided that a written notice of the proposed amendment was contained in the call for the meeting. Said notice will be given to all Trustees at least two weeks prior to said meeting.

ARTICLE IX

Committees: A nominating committee will be appointed by the President two months prior to the election of officers. Nomination of candidates by the committee does not preclude nomination of candidates from the floor. Additionally, the President will appoint standing committees and such other committees as the business of the Board of Trustees and the Gardiner Library may require from time to time. All committees will serve at the discretion of the President.

Suggested Committees:

- Building
- Finance and Fundraising
- Public Relations