

# **LIBERTY PUBLIC LIBRARY BY-LAWS**

## **ARTICLE I: Name**

The name of the library shall be the “Liberty Public Library”, hereinafter referred to as the Library. It is located in the Jacob and Edith Beck Building on North Main Street in the Village of Liberty, Sullivan County, New York.

## **ARTICLE II: Board of Trustees**

**Section 1:** The Board of Trustees, hereinafter referred to as the Board, shall be empowered to:

- act for and on behalf of the Library in setting up policies and procedures
- regulate any matter not fully covered by its by-laws and policies
- enforce all the objectives of the Library
- direct the transaction of its business which shall be consistent with current or established policies of the Library and the laws and regulations of the State of New York and the United States of America
- hear and determine all protests or disputes arising from, or because of misconception of the terms or conditions of its by-laws or policies.

**Section 2:** As of July 1, 2023, the Board shall consist of five members, each of whom shall be elected by the qualified voters of the Liberty Central School District.

**Section 3:** Members of the Board shall be of voting age and residents of the Liberty Central School District.

**Section 4:** The term of office for all trustees shall be five years, with at least one vacancy to be filled each year.

**Section 5:** Vacancies that occur due to cause other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees.

**Section 6:** A trustee’s change of residence out of the Liberty Central School District shall automatically create a vacancy on the Board.

**Section 7:** As per Education Law S226(4) *“If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned...”*.

**Section 8:** The Board shall have full power to appropriate funds in order to carry out the work of the Library, to make all proper provisions and regulations for the management, direction, preservation, and security of the building, its grounds, and its contents, and to conduct the affairs of the Library in a manner which it deems to be for the public good.

## **ARTICLE III: Officers of the Board**

**Section 1:** The officers of the Board shall be president, vice-president, secretary, fiscal officer, and such others as may be determined by the Board.

**Section 2:** All officers shall be elected for a one-year term by the Board from among its members at its reorganizational meeting.

**Section 3:** An officer may be removed from office for just cause by a majority vote of the Board after a fair hearing.

## **ARTICLE IV: Duties of Officers**

**Section 1:** The president shall:

- preside at all meetings of the Board and carry out all its decisions
- maintain order
- create and appoint all necessary committees and coordinate their activities
- act as ex-officio member of all committees
- when deemed advisable, call special meetings (see article V: Section 2)

**Section 2:** In the absence of the president, the vice-president shall assume the responsibilities of the president.

**Section 3:** The fiscal officer with the assistance of the Treasurer as necessary shall have charge of the funds of the Library insofar as may be allowed by law. See Article VII: Finance.

**Section 4:** In the absence of the president, vice-president, and fiscal officer, the secretary shall preside at all meetings of the Board. The secretary shall record the minutes of all Board meetings, keep a roll of attendance of each meeting, and keep such records and documents as the Library may require. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

**Section 5:** The Library director, appointed by the Board, shall serve as advisor to the Board. In keeping with the stated policy of the Board for the efficiency of Library service to the public, the director will:

- be responsible for the administration of the Library and its staff under the general policies approved by the Board
- be responsible directly to the Board and through the Board, to the community
- attend all meetings of the Board
- submit monthly reports to the Board concerning the activities, conditions, and affairs of the Library and its staff, prepare such regular reports, papers, and statistics as may be periodically required by the laws and regulations of the State of New York
- hire, supervise, and discharge all salaried personnel, subject to the approval of the Board
- recommend to the Board the appointment and specific duties of other staff
- be responsible for the proper direction and supervision of such staff
- be responsible for the care and maintenance of Library property and for an adequate and proper selection of books, other media, and furnishings

## **ARTICLE V: Meetings**

**Section 1:** Regular meetings of the Board shall be held the last Tuesday of every month, subject to change any month in which there may be conflicts in trustees' schedules.

**Section 2:** The Annual Meeting of the Board shall be the next regular meeting after July 1<sup>st</sup> in each calendar year. It shall be held at such time and place as Trustees shall determine.

**Section 3:** A special meeting of the Board may be called at any time either by:

- the president
- a two-thirds majority of the Board
- a petition to the Board which shall contain at least twenty-five signatures of qualified voters. A call for a special meeting shall indicate the specific order of business in an agenda and none

other may be transacted. No less than five or more than ten days notice must be given to all trustees of such special meeting.

**Section 4:** A majority of the Board of trustees, at least one of whom must be an officer, shall constitute a quorum necessary to conduct and transact the business of the Library at a regular or special meeting of the Board.

## **ARTICLE VI: Committees**

**Section 1:** The president shall appoint all standing committees and such others as the business of the Board may require from time to time.

**Section 2:** Each standing committee shall be chaired by a trustee.

**Section 3:** All committees shall serve at the pleasure of the president and shall be considered discharged upon the termination of their charge or upon the completion of the chair's term of office.

## **ARTICLE VII: Finance**

**Section 1:** The fiscal year for the Library shall begin July1.

**Section 2:** The funds of the Library shall be deposited in a bank or other financial institution to be selected by the Fiscal Officer with the approval of the Board. All financial obligations of the Library shall be discharged by check and signed by the treasurer. The Board president and one additional appointed trustee shall be authorized to sign, or co-sign checks, if necessary. Two signatures shall be required for any checks over \$2,500. All receipts and disbursements are subject to review and approval of the Board.

**Section 3:** A Treasurer who is not a current trustee of the library shall be, appointed by the Board at the annual meeting each year for a one-year term. The Treasurer may succeed himself or herself in office. The responsibilities shall be as follows:

- keep accurate books of accounts, receipts, and disbursements with assistance from the library's bookkeeper or other data entry clerk
- sign all checks for payment of bills that have been previously approved by the Board for payment
- make monthly reports to the Board, and such other reports as may be required from time to time
- perform all other routine duties of Treasurer, subject to approval of the Board, and under advisement by the Board's Fiscal Officer.

**Section 4:** All financial records and accounts kept by the bookkeeper shall be the subject of a periodic review either by an independent accountant or a committee appointed by the Board. The Board shall determine the appropriate procedure.

**Section 5:** The Library shall have the power to accept any grant, gift, or donation of money from any source deemed appropriate by the Board. This money will be used to aid the Library in fulfilling its mission.

## **ARTICLE VIII: Amendments**

These by-laws of the Board may be amended at any regular meeting by a majority vote of all trustees, provided that a written notice of the proposed amendment is given to all trustees at least one week prior to that meeting.

Effective May 23, 2000 Revised: May 23, 2006; Nov. 27, 2012; Nov. 23, 2015; March 22, 2016; March 28, 2017; May 26, 2020; Jan. 24, 2023