

CONSTITUTION AND BY-LAWS OF THE
WEST HURLEY PUBLIC LIBRARY

ARTICLE I: NAME

This organization shall be known as West Hurley Public Library. It shall be located at 42 Clover Street, West Hurley, Ulster County, New York.

The West Hurley Public Library district shall be managed, operated and controlled by a board of trustees consisting of nine members.

1. Election of Trustees (NYS Law S. 6714-A)
2. Vacancies (NYS Law S. 6714-A)
3. Quorum: Five trustees shall constitute a quorum.
4. Election of Officers:
 - a. (NYS Law S. 6714-A)
 - b. Nominating Committee: (See committees)
 - c. The Officers shall consist of: President, Vice President, Recording Secretary/Clerk, Corresponding Secretary, and Treasurer.
 - d. When a vacancy occurs other than by expiration of the Officer's term, the vacancy will be filled by appointment from among Trustees, for the remainder of the unexpired term.
 - e. Election of Officers shall be by secret ballot if there is more than one candidate for the Officer's term to be filled.
 - f. The Officer's term of office will be one year, commencing with the First Meeting.

ARTICLE 111: MEETINGS

1. The Annual Reports of the Library Director and Treasurer shall be presented at the February meeting.
2. The meetings of the Board as often as may from time to time be required by New York State law, shall be held at times and places to be designated by the Board.
3. Special meetings may be called by the President or at the request of at least one-third of the Trustees, for the transaction of specific business. Notice of the special meeting may be made by telephone if necessary or may be mailed seven days prior to the special meeting. Public notice shall be made through the newspapers.

4. Notice of the time and place of the regular meetings shall be mailed with the minutes of the previous meeting to each trustee not less than five days before the meeting.

5. Any Trustee who shall fail to attend three consecutive regular meetings of the Board, without the permission of the President, shall be considered to have resigned from the Board. (See NYS Ed Law 226)

6. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered as determined by the President.

Call to Order

Introductions

Announcements

Correspondence

Unfinished Business

New Business

Discussion with Visitors

Adjournment

ARTICLE IV: FISCAL YEAR

The fiscal year shall close December 31st.

ARTICLE V: DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all standing committees, as defined in Article VII, Section 1, execute all documents authorized by the Board, serve as ex officio member on all committees, and generally perform the duties and functions associated with that office.

2. The Vice President in the event of the absence or disability of the President, or of a vacancy in that office shall assume and perform the duties and functions of the President.

3. The Recording Secretary need not be a member of the Board. The Recording Secretary shall keep a true and accurate record of all meetings of the Board and mail notice of the next meeting to each Trustee along with the minutes of the previous meeting. The Recording Secretary shall keep a list of Trustees and shall deposit the records of the Board in a place so designated by the library, and shall perform such other duties associated with the office. The Recording Secretary shall keep attendance records.

4. The Corresponding Secretary shall take care of all correspondence pertaining to the Board of Trustees and issue notices of special meetings.

5. The Treasurer is responsible for the oversight and review of the bookkeeping activities. The treasurer insures that the financial records are maintained accurately and completely and that

they comply with all necessary state control requirements. The treasurer also reports financial status to the Board.

ARTICLE VI: COMMITTEES

1. The President shall appoint a Nominating Committee, a Building Committee, a Finance Committee, a Personnel Committee, and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more Trustees. Optionally, with the approval of the Board of Trustees, members of the Library community may be included, except as noted below. Committee membership shall be considered to be discharged upon completion of the term of office of the President.
2. The Building Committee shall include the Library Director. It shall be responsible for any new construction and shall inspect on a regular basis the physical plant of the Library and report important matters to the Board with recommendations for improvement or corrections of any faults discovered. The committee will be responsible to insure that the physical plant is cleaned and maintained as required.
3. The Finance Committee shall have general supervision over the financial affairs of the Library, and shall make policy recommendations to the Board concerning investment of permanent funds received. This Committee shall, after recommendations from the Library Director, prepare the Annual Budget for the maintenance and operation of the Library for consideration by the Board at the time specified by the President.
4. The Personnel Committee shall make recommendations concerning personnel and serve as liaison between the Board and the Library Director and make recommendations to the Board relative to the Library hours. The Committee shall review and evaluate the Library Director and recommend raises for all personnel upon recommendation of the Library Director. The committee is responsible for obtaining adequate health insurance and retirement benefits for the Library Director.
5. The Nominating Committee shall consist of at least three Trustees. They shall canvass Trustees to determine a slate of officers for the October meeting. The Committee shall nominate people to fill vacancies on the Board prior to the First Meeting and during the year to keep an active Board of nine members. Additionally, the Nominating Committee shall assist prospective Trustees to file their petitions.
6. The By-laws Committee shall present updated, amended and deleted By-laws to the Board for approval, in addition to revisions of the Trustee Handbook.
7. The Community Relations Committee shall act as a liaison between the library and the general public. The community will be kept abreast of services, events, meetings, special collections and displays through press releases and newsletters. The committee will also organize programs of special interest to benefit members of the community.

8. The Memorial Committee shall record all memorial contributions in the Memorial Book. The money to receive is given to the Treasurer and a report of the donation is given at the next Board Meeting. The Corresponding Secretary is to be notified so an acknowledgment to the donor and family of the deceased can be sent. A plate will be engraved for a memorial plaque.

9. The Grants Committee shall work to secure funding from outside sources for projects recommended by the Board.

10. Committees shall make written reports to the Board when required. No committee shall have other than advisory powers.

ARTICLE VII: ROBERT'S RULES

The rules contained in Robert's Rules of Order shall govern in all cases in which they are applicable and in which they are not inconsistent with the By-laws. Robert's Rules of Order shall serve as parliamentary authority for all meetings.

ARTICLE VIII

1. These By-laws may be amended by a majority vote of the Trustees at any regular Board Meeting, provided the amendment has been proposed at the previous meeting.

Revised November 2008
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