

WEEDSPORT FREE LIBRARY BY-LAWS

Revised and Approved by the Board of Trustees

May12, 2011

MISSION STATEMENT

NAME. This organization shall be known as the Weedsport Free Library.

MISSION STATEMENT. The Weedsport Free Library is an organization dedicated to providing facilities and materials for education, recreation, personal growth, and information to those residing in its service area.

SERVICE AREA. The service area is defined as the Town of Brutus.

BOARD OF TRUSTEES

NUMBER AND QUALIFICATIONS. Our charter states that the Board of Trustees must always consist of not less than five members nor more than 25 members. The current Board of Trustees operates with nine members.

POWERS. All power and authority regarding the affairs, property and management of the Library shall be vested in, and controlled by the Board of Trustees. The Board may delegate power and authority to a committee or committees.

ELECTION AND TERM. Trustees shall be elected at the Annual Meeting by a simple majority of the votes cast. Any resident of the service area or the Weedsport School District who is eighteen (18) years or older is eligible to serve as a trustee. Trustees elected or appointed shall

be divided into three classes for the purpose of staggering their terms of office. Each trustee shall hold office for a three-year term. No trustee shall serve for more than two (2) consecutive terms of three (3) years each. After a lapse of one year, any person who has served as a trustee shall be eligible for re-election.

VACANCY AND REMOVAL.

(A) Any member of the Board of Trustees may resign by delivering to the Secretary of the Board a written resignation. Any Member of the Board of Trustees may be removed for cause by the vote of a majority of the Board members present at the time the action is taken.

(B) If a vacancy on the Board of Trustees occurs, for whatever cause, the Trustees will fill the vacancy. The Trustees will appoint a successor who will hold office for the remainder of the unexpired term.

MEETINGS. Regular meetings of the Board of Trustees shall be held ten (10) times a year with the exception of the Annual Meeting, which shall be held in January of each year. Special meetings may be called by the President or at the request of three (3) Trustees.

NOTICE. Notice of regular meetings shall be given to each Trustee by telephone, email, or postal mail, not less than three (3) days before each meeting. Notice of all meetings shall be posted on the library bulletin board and the library web page, and published in such newspapers as the Trustees may designate.

QUORUM. A quorum at any regular or special meeting shall at least 51% of Trustees.

Meetings shall be conducted according to Robert's Rules of Order.

OFFICERS

OFFICERS. The officers of the Board shall consist of a President, Vice-President, Secretary and Treasurer. All officers shall be elected for a term of One (1) year.

PRESIDENT. The President shall preside at all meetings and shall be considered, ex-officio, a member of all committees.

VICE-PRESIDENT. The Vice-President shall act as President in the absence of that officer and when so acting shall have all the power and authority of the President and shall perform such other duties as the Board of Trustees shall prescribe.

SECRETARY. The Secretary shall receive and attend to all correspondence records and minutes, and shall perform such other duties as the Board of Trustees may prescribe. The Secretary shall maintain legible minutes that are available to the public.

TREASURER. The Treasurer shall be a member of the Finance Committee and shall have knowledge of all monies and securities of the Corporation. The Treasurer shall expend monies and securities under the direction of the Board of Trustees and shall reconcile accounts and prepare monthly financial reports. The Treasurer shall manage all assets and funds, which includes monthly reconciliation financial reports and arrange for an annual audit or review.

DUTIES OF THE TRUSTEES AND OFFICERS

DUTIES OF THE TRUSTEES AND OFFICERS. Trustees and Officers are elected to represent the interests of the community served by the Library with the best interest of the library's future as their primary focus. As such they shall discharge the duties of their respective positions in good faith and with diligence, care, and skill. The Board of Trustees will develop and implement an ongoing 5 year long range plan. This plan will be evaluated and updated annually.

COMMITTEES

COMMITTEES.

(A). Committees of the Board of Trustees shall be Standing and Ad Hoc. The three Standing committees shall be Finance/Long Range Planning, Buildings and Grounds, and Personnel/Policy and Procedures.

(B). Committees, unless otherwise provided, shall be appointed by the President with the consent of the remainder of the Trustees. The President shall select a chairperson or direct the committee to so select.

(C). Each Committee should have at least one (1) Trustee as a member and such other members of the community as may seem necessary and prudent.

(D). The term of a Committee member shall be one (1) year or until his/her successor is chosen. At a committee meeting, a quorum shall be one half the number of members presently serving.

FINANCE/LONG RANGE FINANCE PLANNING. The Finance Committee shall consist of the Treasurer, the Library Director and such other members as may be needed to perform the work of the Committee. Its duties shall include, but not be limited to, the preparation and review of financial reports, recommendations to the Board on fiscal matters, fund raising, salary schedules and tax reports, and preparation and review of the budget by November of each year. Functions of this committee will also include preparation of an overall five (5) year plan which will address the future direction and program development of the Library and which will be evaluated and updated annually by the Trustees.

BUILDING AND GROUNDS COMMITTEE. This committee shall concern itself with the maintenance, upkeep and improvement of the building and grounds. It shall prepare and keep a list of needed work and equipment with appropriate recommendations of same to the Board of Trustees.

PERSONNEL COMMITTEE/POLICY AND PROCEDURES. This Committee is responsible for written personnel policy recommendations and an annual review of the personnel manual. This Committee will facilitate an annual evaluation of Library Director by the Board of Trustees. The Library policy manual will be reviewed by this committee on an annual basis.

AD HOC COMMITTEES. The President shall be an ex-officio member of each committee and is empowered to appoint Ad Hoc Committees as circumstances warrant. Such Ad Hoc Committees shall limit their activities to the purpose for which they were created and shall not have the power to act unless so empowered by the Board of Trustees.

DIRECTOR

LIBRARY DIRECTOR. The Trustees shall interview, hire, and supervise the Library Director who shall function as the Administrator of the facility. The Library Director's duties shall include, but not be limited to, supervising library staff and volunteers, implementing policies established by the Board of Trustees, maintaining a working relationship with Finger Lakes Library System, and facilitating the efficient general operating of the facility. Refer to the Personnel Manual for the specific job description and outline of duties of the Library Director.

AMENDMENTS

AMENDMENTS. Amendments to these By-Laws may be made at any meeting of the Board of Trustees by a two-thirds majority vote of the Trustees present at any regular or special meeting provided that a copy of the proposed amendment shall be mailed to each Trustee ten (10) days prior to the meeting at which it will be presented.