

Springport Free Library Board of Trustees By-Laws
As adopted December 6, 2017

Article I . Name

1. This organization is and shall be known as the Springport Free Library, existing by virtue of the provisions in the Absolute charter (Number 2014, March 31st, 1910) granted by the Regents of the state of New York and exercising the powers and authority and assuming the responsibilities to it under the said charter..

Article II . Board of Trustees

1. The business and affairs of the Springport Free Library shall be overseen by a board of Trustees and the range shall be at least five in number and not more than 25.
2. New members of the Board of Trustees shall be appointed and approved for a term of five years by a vote of the current voting members of the Board of Trustees of the Springport Free Library.
3. The term of those members of the Board of Trustees shall end December 31st at 12:00 noon five years following their election unless the Trustee shall have resigned or has other wise terminated membership on the Board.
4. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired terms by the Board.
5. As per Education Law Section 226, any trustee missing three consecutive meetings will be deemed to have resigned their position. The vacancy shall be filled for the balance of the unexpired term by the Board.
6. The specific duties and responsibilities of the Board and the Library Director should follow the guidelines set forth in the annual Handbook for Library Trustees in New York State.

Article III . Library Director

1. The board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library, including the prime decision-making role in all aspects of Library operation, under the review and guidance of the Library Board of Trustees and in coordination with the various committees of the Board.

2. The Library Director is to serve as the public face of the Library and represent the Library in interactions with the media, patrons and community.
3. The Library Director is responsible for the day-to-day operation of the Library, the direction and supervision of the staff, development and implementation of short-range and long-range plans in coordination with the Board, the care and maintenance of Library property, selection of materials for effective service to the public and for ensuring operation within budgeted appropriation.

Article IV. Board of Trustee Officers

1. The Officers of the Board of Trustees shall be elected at the first regular meeting of the board in January of each year. The Officers of the Board shall be a President, a Recording Secretary, a Corresponding Secretary and Financial Officer, elected from the Board of Trustees by the Trustees themselves.
2. Board of Trustee Officers shall serve a term of one year from the meeting at which they were elected and until their successors are duly elected.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice President shall assume and perform the duties and functions of the President in the absence or disability of the President or vacancy of the office.
5. The Recording Secretary shall keep accurate record of all meetings of the Board, issue notice of all regular and special meetings, and perform all other duties associated with the office.
6. The Corresponding Secretary, will be selected by the Board who will be responsible for correspondence and keeping a record of what is received and sent to the Springport Free Library, and maintain communications with those outside the Springport Free Library.
7. The Financial Officer shall perform all of the duties of the office that are associated with that office. A Bookkeeper, who will not be a voting officer of the Board of Trustees, may be appointed by the voting officers of the Board to assist the Financial Officer. The Financial Officer and the

Bookkeeper will be bonded in an amount as may be required by a resolution of the Board of Trustees.

Article V. Meetings

1. The regular meetings of the Board of Trustees shall be held at least once every two months, or more often as determined by the Board. Notice thereof will be sent to all Trustees by the Secretary at least one week prior to such meeting, and a public notice will be posted in the Library and on social media.
2. Special meetings may be called by the Secretary at the request of the President or at the request of at least one-third of Trustees.
3. A quorum for the transaction of business at any meeting shall consist of a simple majority of the entire Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and send notice thereof to all Trustees.
4. The order of business for regular meetings shall include, but not limited to, the following items which shall be covered as circumstances will permit: Attendance check; Presentation or Discussion by visitors; Secretary's Report; Financial Officer's Report; Director's Report; Committee Reports; Communications; Unfinished Business; New Business; Announcements and Adjournment.
5. The Library Director shall attend all meetings and may participate in discussions, but has no voting privileges.
6. In addition to holding regular meetings, the Board of Trustees will hold an Annual Membership Meeting in March of each year, advertising one month prior to the planned Annual Membership Meeting.
7. All regular meetings and records of the Board of Trustees are open to any patron of the Library or interested member of the public.

Article VI. Committees

1. The President of the Board of Trustees may appoint a Buildings and Grounds Committee, a Personnel Committee, a Finance Committee, a Collection Development Committee and such other committees as the Business of the Board may require. These committees may consist of one or more members of the Board of Trustees, and shall be considered

discharged upon completion of the committee projects assigned by the Board of Trustees.

2. All Committees will make a report to the Board at each regular meeting if it has anything to report. No committee shall have other than advisory power unless the Board has delegated specific power to act upon its behalf pending confirmation at the next regular Board Meeting.

Article VII-A. Policy Making Board of Trustees

1. It shall be the established duty of the Board of Trustees to
 - A. Establish Library Operations – Hours, holidays, who may use the Library, Library regulations and meeting room regulations.
 - B. Set salary pay for library personnel

Article VII-B. Policy Making Library Director

- A. Oversee circulation (overdue materials, fines, charges for damage and loss) gifts and memorials, physical facilities, reports.
- B. Oversee personnel and schedules.
- C. Review book selection policy.
- D. Ensure Library services.

Article VIII. Amendments

1. Any amendment to these By-Laws must be made by a majority vote of the Board of Trustees, as specified by New York State Education Law 226, Section 10. Accordingly, at no time should the board pass or cede any of its decision-making power to any other group or entity.
2. No amendment may be in direct contrary statement to those rules governing the Board of Trustees as set forth in the Absolute Charter (Number 2014).

Article IX. Non-Inurement

1. No part of the earnings of the organization shall inure to the benefit of or be distributed to the Members, Trustees, Officers or any private person. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose.

Article X. Dissolution

1. Upon dissolution of the governing body, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the organization, dispose of by direct gift all of the assets of the organization to the Finger Lakes Library System with the express purpose of the continuance of Library services to said Springport Free Library Area of Service.

XI. COMMITTEES

a. Committee Policies

- i. Each committee shall make a report to the Board at each of its meetings.
- ii. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- iii. The President shall be, ex officio, a member of all committees.
- iv. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- v. Non-board members may be appointed to any committee, other than Finance and Personnel.

b. Standing Committees

The LD will serve on all committees as an ex-officio and advisor with no voting rights.

- i. Finance Committee: The Finance Committee shall be comprised of at least two of the nine members of the Board of Trustees and the Finance Officer. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget for full Board approval, drafting a levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.
- ii. Personnel Committee: The Personnel Committee shall be comprised of at least two of the nine board members of the Board of Trustees including the President. The Personnel Committee responsibilities include, but are not limited to, preparation of the annual review of the LD for discussion among the full Board prior to the formal review, assisting the LD in the preparation of his

or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the LD. The LD is responsible for the annual review of all other library employees.

iii. Policy Committee: The Policy Committee shall be comprised of at least two of the nine board members of the Board of Trustees. The primary responsibility of the Policy Committee is to develop Library Policy. This policy shall include, but not be limited to, the division of responsibility between Board and staff, a Library Collection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. All library policies must be approved by Board vote and made readily available to the public.

iv. Building and Grounds Committee: The Building and Grounds Committee shall be comprised of two of the nine members of the Board of Trustees. The Building and Grounds Committee responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which need repair, and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

c. Ad Hoc Committees

i. **Librarian Search Committee:** When the position of librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

d. Nominating Committee: A nominating committee for new officers will be appointed one (1) month prior to the Annual Meeting and present a slate of names for candidates for new officers. Additional nominations may be made from the floor.

iii. Other Ad Hoc committees will be maintained as necessary, and include at least two of the nine members of the Board of Trustees.

Attachment A

Committee Chair Responsibilities

The bylaws define the functions of standing committees, how committees are formed, and their

composition. Committee chairs are either denoted by position and responsibility in the bylaws (i.e. the

Finance Officer shall chair the Finance Committee) or the process of appointment is stated. Generally,

the board president appoints chairs of board committees.

Committee chairs are an important and critical part of the board leadership team. Their responsibilities

and duties generally include the following:

- Recommending to the president and/or board, who (s)he would like to see serving on the committee.
- Calling meetings and setting the agenda.
- Ensuring meetings are properly recorded, minutes reviewed by committee and sent to Secretary (electronic copy and paper).
- Managing the committee or group process, as customary for the position of a chair.
- Coordinating communication and staffing services with the Library Director (and/or assigned staff).
- Regularly report to the board all committee recommendations, progress and any other significant issues or concerns that warrant the committee's attention.

- Keep the board president apprised on an ongoing basis of committee work and progress, and

notify the president of the committee's report to the board in advance of the board meeting.

- Ensure that the committee stays within its governance charge and is accountable to the board of

trustees as appropriate.

- When the committee provides advice to the Library Director and/or staff, clearly distinguishes

and articulates to all concerned that such advice is not a directive or supervisory in any way

XII. AMENDMENTS

a. Amendments to these Bylaws may be proposed at any regular meeting and shall be

voted upon at the next regular meeting. Written notice of the proposed amendment or

amendments shall be sent to all absent members at least ten days prior to the voting

session. A simple majority of the Board shall be sufficient for adoption of an amendment.

b. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but

such suspension, to be valid, may be taken only at a meeting at which two-thirds of the

members of the Board shall be present and two-thirds of those present shall so approve.

XIII. PROCEDURE

a. All procedures not specified herein shall be in accord with Robert's Rules of Order,

Revised.