

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

a. See the library's charter for details about election requirements. Otherwise, the library follows NYS Education or NYS Election Law.

b. All candidates for Trustee, whether current or new, must file a petition obtained from the Library Director with the signatures of 25 registered voters in the West Hurley Library District prior to August 1st of the election year.

c. All newly elected trustees must take an oath of office with the Town of Hurley Clerk within 30 days of taking office and notify the Library Director immediately thereafter.

d. A "write-in candidate" is a person whose name is not printed on the ballot. If elected, these candidates must respond in writing within 30 days that they are willing to serve as a board member. Their term will last either three years or as long as the trustee whose vacancy it is that they are filling.

2. Terms of Office: Defined in the library's charter as being 3 years unless a trustee is filling a vacated position.

3. Vacancies: The board can appoint a trustee if there is a vacancy. The term for that appointment will only last until the next election.

4. Quorum: A simple majority of the board shall constitute a quorum.

5. Election of Officers:

a. Library Charter

b. Election/Nominating Committee: (See committees)

c. The Officers shall consist of: President, Vice President, Recording Secretary/Clerk, and Treasurer. If the board so determines, the officers of clerk and treasurer may be held by individuals who are not members of the board of trustees, and in that event, these officers may, if the board so determines, receive compensations as fixed by resolution.

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.

6. Removal of Trustee

Trustees may be removed from the Board for just cause. Trustees may be removed if:

- a. the Trustee moves out of the West Hurley Library voting district,
- b. resigns,
- c. is absent from three successive meetings without just cause or reasonable excuse,
- d. or violates the Board ByLaws or Code of Ethics.

When vacancies are voluntary (a or b), the President is responsible for declaring the position open.

When vacancies are involuntary (c or d), the following procedure will be followed:

1. A written complaint/resolution must be submitted to the board.
2. The board member shall be entitled to written notice, which shall be delivered at the last known address of such board member by first class mail and also by certified mail return receipt requested not less than seven (7) days prior to the date of the meeting at which such resolution is to be considered.
3. The board member who is the subject of such proposed resolution shall be entitled to present arguments in opposition to the resolution to remove prior to consideration of the resolution by the Board of Trustees.
4. Said member may be removed from office by vote of not less than a majority vote passed on a resolution to remove such person from office as a board member and to declare the office of such board member vacant.

ARTICLE 111: MEETINGS

1. The Annual Reports of the Library Director and Treasurer shall be presented at a board meeting which meets state submission requirements.

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 or emailed 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. 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 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 may appoint as needed a Building Committee, a Technology Implementation Committee, a Finance Committee, a Personnel Committee, a Nominating Committee, a By-Laws Committee, a Long Range Planning Committee, a Community Relations Committee, a Friends Liaison, 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 or a representative appointed by the Board. 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 the physical plant of the Library and report important matters to

the Board with recommendations for improvement or correction of any problems. The committee will be responsible to insure that the physical plant is maintained as required.

3. The Technology Implementation Committee shall include the Library Director. The committee will maintain existing technology as outlined by the Technology Plan. In addition, the committee will investigate new options and make recommendations for additions and improvements.

4. 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.

5. The Personnel Committee shall make recommendations concerning personnel and serve as liaison between the Board and the Library Director. 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.

6. The Election/Nominating Committee shall consist of at least two 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. This committee will also be responsible for overseeing the election process. They will work in conjunction with at least one staff member to ensure that all election procedures are followed.

7. 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.

8. The Long Range Planning Committee will work to develop plans and goals for the library as a community resource and to provide ideas that can be implemented to enable the library to move forward in supporting the needs of our patrons. They will review the long range plan on a yearly basis and develop a new plan every three years. This committee will also maintain the library's technology plan.

9. The Community Relations Committee will develop and promote programs of special interest to the community. Members will actively participate in library events, activities and services. All public announcement and public relations materials must be approved by the Library Director. A subcommittee for the purpose of recognition of staff and volunteers will be formed.

10. The Friends Liaison will coordinate the flow of information between the Friends activities and the requests of the Board of Trustee.

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

12. Each committee may create a procedures document to clarify how responsibilities of the committee will be carried out. Revisions to this document must be approved by the Chair of the committee and the Library Director.

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 December 17, 2014