

# **By Laws of the Stewart B Lang Memorial Library**

## Article I – Tenure of Office Trustees

1. The term of Office of Trustees shall be three years.
2. The Library's Charter allows between five and twenty-five Trustees. The current designated number of Trustees is nine (9).

## Article II – Officers

1. The Officers of the Board shall be a President, Vice-President, Secretary, and a Treasurer.
2. Officers shall be elected at the Annual meeting by a majority vote of the Board from among their number.
3. The Secretary shall record all official acts of the Board and have the custody of all its official records and documents locked in a file in the Library. The Secretary will have a copy of the most current records and a key to the file.
4. The Treasurer shall receive all funds belonging to the Library and shall keep these funds in the Library's financial accounts until paid out in accordance with the Annual Budget. The Treasurer shall give a financial report to the Board at regular Board meetings.

## Article III – Meetings

1. Regular meetings shall be held on the first Monday of each month. Special meetings shall be held at the call of the President or any two Trustees.
2. The Board will maintain a calendar identifying key topics required to be addressed at each monthly board meeting. The calendar will also provide for periodic review of Library policies and procedures.
3. During Board meetings members of the public will be allowed three to five minutes per person for comments, with the total public comment period not to exceed fifteen minutes.
4. The Annual meeting of the Board shall be on the first Monday of each January. The Annual meeting shall be for the purpose of the installation of new trustees, election of Officers and establishment of Committees.
5. The Director will present the prior-year Annual Report for Board approval at the February meeting.
6. More than half of the designated number of Trustees (including vacancies) shall constitute a quorum.
7. In the event of a tie vote, the President has the choice of voting or abstaining and deferring the matter to further discussion.
8. Changes to these By-Laws shall require an affirmative vote by two-thirds of the designated number of Trustees.

#### Article IV – Committees

1. The following will be standing Committees: Facilities; Personnel; Finance; and Planning.
2. Ad Hoc Committees may be appointed by the President with approval of the Board.
3. All committee actions are subject to approval by a majority of the Board.

#### Article V – Finance

1. The Director and the Treasurer, in consultation with the Finance Committee, shall prepare an Annual Budget for the coming year, and shall present the Budget to the Board for review and approval by no later than the November meeting.
2. The Board must approve any adjustments to the Budget by a majority vote.

#### Article VI – Director

1. The Board shall appoint a Library Director who meets the public Library Standards as set by New York State.
2. The Director shall be the Executive and Administrative Officer of the Library.
3. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
4. It shall be the duty of the Director to attend meetings of the Board, including the Budget meetings and public meetings where action may be taken affecting the interests of the Library.
5. The Director shall have the right to speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.

(Revision Summary follows on Page 3)

## REVISION SUMMARY:

<u>Date:</u>	<u>Description:</u>
September 3, 1926	Original adoption of By-Laws
November 7, 1983	Refer to Board Minutes
February 22, 1992	Refer to Board Minutes
April 1, 2002	Refer to Board Minutes
July 1, 2002	Refer to Board Minutes
May 6, 2005	Refer to Board Minutes
October 6, 2008	Refer to Board Minutes
April 6, 2015	Refer to Board Minutes
April 2, 2018	Revised Article III Sections 1 and 2 to change board meetings from 1 <sup>st</sup> Mondays to 1 <sup>st</sup> Fridays of each month. Revised Article IV Section 4 to clarify responsibilities for preparation of the annual budget.
August 6, 2018	Deleted Article V Section 2. Moved last sentence of Article III Section 2 to new Section 3 for clarity. Revised Article III Sections 1 and 2 to move monthly board meetings back to first Monday's. Revised Article IV Section 1 to simplify standing committee titles. Added revision descriptions. Reformatted.
October 1, 2018	Added Article III Section 2 re: public participation in Board meetings.
November 5, 2018	Revised Article I Section 2 to specify the designated number of trustees as "nine". Revised Article III Section 5 to define a quorum as "more than half" of the designated number of trustees. Added Article III Section 7 to require a two-thirds affirmative vote in order to revise the By-Laws.
March 4, 2019	Revise Article III Section 4 to require submittal and Board approval of the prior-year Annual Report at the February board meeting.
January 6, 2020	Reviewed, no changes.
January 4, 2021	Added new Article III Section 2 to require establishment of a board meeting calendar and provide for periodic review of policies and procedures.