MANNSVILLE FREE LIBRARY BYLAWS
Revised February 14, 2023

MISSION STATEMENT
The Mannsville Free Library exists to provide quality service to the residents of Mannsville, and the surrounding areas, in an open and non-judgmental environment with free access to library materials in a variety of formats.

PREAMBLE
The Board of Trustees (hereinafter designated as the "Board") of The Mannsville Free Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated February 24, 1956, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

BYLAWS
1. NAME OF ORGANIZATION
a. The name of the organization shall be the Mannsville Free Library.

2. PURPOSE
a. The purpose of the organization is to provide superior library service to the residents, adults and children, of the communities of Mannsville, NY.

3. FISCAL
a. The fiscal year of the library shall be the calendar year, January through December.

4. BOARD OF TRUSTEES
a. The library shall be governed by a Board of Trustees. The Board shall consist of a minimum of five (5) members, and a maximum of 25 trustees. To increase or decrease the number of trustees, there must be a vote of three-fourths of the members. Trustees shall be elected for terms of five (5) years each. Newly elected members will take office at the first meeting following the annual meeting in January of the new year.

b. Members of the Board eligible for future offices shall be limited to adults residing or owning property within the South Jefferson School District.

c. No member shall serve for more than two (2) consecutive five-year terms. (unless otherwise deemed necessary by the board).

d. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. If a member fills a vacant seat and serves the majority of a partial term (30 months), that shall count as having served a full term.

e. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.

f. Each Trustee shall have one (1) vote, irrespective of office held.

g. A Trustee must be present at a meeting to have his/her vote counted.

h. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of

his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

5. OFFICERS

a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the annual meeting. These officers shall serve for a period of one (1) year or until their successors shall have been duly elected. Officers may serve consecutive terms, if they desire to do so, maintain competence in their position, and are duly elected to each term by the Board.

b. The duties of such officers shall be as follows:

i. 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.

ii. 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.

iii. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

iv. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolved upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

6. LIBRARY DIRECTOR

a. The Board shall appoint a Library Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

b. The Library Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service. The Library Director shall attend all Board meetings except the portion of the meeting at which the Library Director's appointment or salary is to be discussed or decided.

7. COMMITTEES

a. A nominating committee shall be appointed by the President three months prior to the Annual Meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.

b. 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.

c. All committees shall make a progress report to the Board at each of its meetings.
d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
e. The President shall be, ex officio, a member of all committees.

8. MEETINGS

a. Meetings shall be held each month, the date and hour to be set by the Board. Written notice of meetings shall be posted at the Library and online.
b. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such a special meeting except the stated business.
c. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
d. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
e. The preliminary budget for the subsequent calendar year shall be presented to the board at the November meeting. The finalized budget shall be approved and posted on the website.
f. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in December.
g. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one month, and the presiding officer shall notify the absent members of this specially called meeting.
h. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

i. Call to Order and roll call of members
ii. Adoption of Agenda
iii. Approval of prior Meeting Minutes
iv. Period for public expression
v. Correspondence
vi. Personnel Actions Report
vii. Treasurer's report
- Report of receipts and disbursements
- Warrants
- Presentation of projected cash flow

viii. Library Managers' reports
- Patron count
- Programs
- Additions and Discards
- Purchases
- New Business

ix. Committee Reports

x. Old Business
xi. New Business
xii. Dates of future board meetings
xiii. Review tasks and set agenda for the next meeting
xiv. Adjournment

9. AMENDMENTS

a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. 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 Bylaws 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.

10. PROCEDURE

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

Approved by the Mannsville Free Library Board of Trustees

Dated: February 14, 2023