

BY-LAWS OF THE BOARD OF TRUSTEES OF THE HEERMANCE MEMORIAL LIBRARY DISTRICT

MISSION STATEMENT

The mission of the Heermance Memorial Library is to inspire lifelong learning and to support and enhance the cultural and recreational needs of our community.

ARTICLE I

Sec.1. The library shall be known as the Heermance Memorial Library, encompassing the Heermance Special Library District, which is within the confines of the Town of Coxsackie, Greene County, New York.

Sec.2. The Board of Trustees (hereinafter designated as the “Board”) of The Heermance Memorial Library, created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated May 22, 2007, shall be governed by the laws of New York State; the regulations of the Commissioner of Education; the legislation creating the Heermance Memorial Library Special District: A08189, and amendments A09548 and A08289; and by these By-Laws.

ARTICLE II

Sec.1. The governing body of the Library shall be a Board of Trustees which is empowered to manage and conduct the business and affairs of the Heermance Memorial Library District.

Sec.2. The Board of Trustees shall consist of nine members elected by the qualified voters of the Town of Coxsackie. A simple plurality of votes determines the election of trustees running at large.

Sec.3. Elections will be held annually in October at the library from 10am to 9pm on a date determined by the Board of Trustees in accordance with the provisions of the charter and the current legislation of the Heermance Memorial Library District. One third of the members shall be chosen at each election, and each and all will serve, without compensation, for a term of three years. Members may run for re-election at the end of their term.

Sec.4. The term of members of the Board will begin on January 1 following their election.

Sec.5. Candidates eligible to run for election to the Board shall file with the election clerk a petition signed by at least twenty-five (25) qualified voters of the district. Residents who meet the requirements necessary to vote in a library election may seek election to the Board.

Sec.6. If a vacancy occurs during a regular term, The Board of Trustees, by majority vote at the earliest appropriate time, may appoint an individual to serve until the next regular

election, at which time the public shall vote for the candidate(s) running for the unexpired term.

ARTICLE III

Sec.1.The annual meeting of the Board shall be held at the first meeting of the calendar year at the Library or other such place as set by the Trustees. At this meeting, officers will be elected.

Sec.2.The board of trustees shall meet monthly, as set by the board calendar at the January meeting, or at times determined by a majority of the board, in Accordance with the NYS open meeting law.

Sec.3. Special meetings shall be called by the President or by the request of any two Trustees, for the transaction only of business stated in the call for such a meeting.

Sec.4. Written notice via email of all meetings of the Board shall be given by the secretary, or a designee, which notice shall be addressed to each trustee.

Sec.5.A majority of the Board members (5) shall constitute a quorum for the transaction of business. In the absence of the President and Vice President, the quorum may choose a chairperson for the meeting.

Sec.6. 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.

Sec.7. Each trustee shall have one vote and must be present at a meeting to have this counted, and the act of the majority of trustees at a meeting at which a quorum is present shall be the act of the entire board.

Sec.8. Board members are expected to keep up to date with all MHLIS communications applicable to trustees and attendance at a Mid-Hudson Library Trustee Training is required within the first year.

Sec.9. Board members need to notify the president in advance of any absences. Three consecutive unexcused absences from Board meetings by any member without valid reasons will be deemed a resignation. The Board President will use their discretion to determine the validity of the absence. Any trustee who fails to attend six Board meetings per annum, shall, at the next regular meeting following the sixth absence, be declared to have resigned.

Sec.10. A Trustee may be removed by a vote of the majority of the entire board for misconduct, incapacity, neglect of duty or refusal to carry in effect the library's educational

purpose as provided as provided in Educational Law 226; subdivision 8. Such removal shall be upon notice and on examination and due proof of the truth of a written complaint by any Trustee. At least one week's notice of the proposed action must be given to the accused and to each Trustee.

Sec.11. Powers and duties of the Board of Trustees shall include the following:

- Administer the Library and its property
- Employ a competent and qualified Library Director and staff
- Attend Board meetings and see that accurate records are kept on file at the Library
- Prepare an annual budget, secure adequate funds to meet the Library's program, materials and capital needs and authorize expenditures of those funds
- Approve and adopt written policies to govern the operation and program of the Library.
- Periodically review all written library policies and procedures and update them as necessary
- Set the date and place for the election of Library trustees and adoption of the Library budget
- Know local and state laws and actively support library legislation in the state and nation which the Board deems productive, progressive and necessary
- Know the needs of the Library in relation to those of the community and keep abreast of library standards and trends
- Periodically review all library services to determine whether the needs of the community indicate that any present services should be discontinued or other services and facilities added
- Establish, support and participate in a continuing public relations program, including fundraising activities.
- Determine the salary of the Library Director and other paid staff members
- Designate the days and hours of operation of the Library

ARTICLE IV

Sec.1. The officers of the Board of Trustees of the Heermance Memorial Library District shall be composed of a President, Vice-President, Secretary and Treasurer to be elected annually at the organizational meeting for a term of one year, the year commencing on January 1 and ending on December 31. Board officers shall be elected from their own members, and a majority vote of the whole number of Trustees shall be necessary to make a choice.

Sec.2. Should an office become vacant prior to its expiration, the Board at the first regular meeting held after such vacancy occurs shall elect one of its members to fill the unexpired term.

Sec.3. The duties and powers of the officers of the Board shall be as follows:

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 ex-officio voting member of all committees, and generally perform all duties associated with that office and other such duties as the Board of Trustees may direct.

The Vice-President, in the absence of the President, shall assume and perform all of the duties and functions of the President and shall perform any other duties as determined by the Board of Trustees.

The Secretary shall keep a true and accurate record of all meetings of the Board, notify members of the Board of meeting dates, execute correspondence as directed by the Board, furnish copies of the minutes of the meetings to each Trustee, and perform other duties as requested by the Board.

The duties of the Treasurer shall be to:

- Direct the maintenance of all receipts and monies of the Library, the depositing of them in the name of the Library in such financial institutions as approved by the Board of Trustees and the disbursing of funds as ordered and approved by the Board of Trustees.
- Act as financial advisor to the Board
- Work with a designated accounting professional
- Present the monthly Treasurer's report to the Board
- Prepare the annual Treasurer's report
- Work with the Director and members of the Board to compile the annual budget
- Perform other duties as requested by the Board
- Give to the Library such bond as the Board may direct

Funds may be drawn upon the signature of the Treasurer and any other duly authorized person designated by the Board of Trustees. The funds, books and vouchers shall at all times be under the supervision and control of the Board of Trustees and subject to their inspection and control.

ARTICLE V

Sec.1. The following will be standing committees: Buildings & Grounds, Elections & Nominations, Finance, Personnel, Policies and Planning, Publicity. These committees shall have all the usual powers associated with such committees. The President shall appoint all committee members.

Sec.2. Ad hoc committees may be appointed by the President with the approval of the Board. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Sec.3. All committee actions are subject to approval by a majority of the Board.

ARTICLE VI

Sec.1. The staff of the Heermance Memorial Library shall consist of a qualified Library Director and such additional assistants to the Director as the Board may deem necessary.

Sec.2. The Library Director shall serve as the executive and administrative officer on behalf of the Board, and under its review and direction. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board in accordance with the stated mission and policies of the Library and within the limits of the Library budget.

Sec.3 It shall be the duty of the Director to attend all meetings of the Board where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings (except during executive sessions.)

ARTICLE VII

These By-Laws may be altered, amended or added to at any meeting with the approval of at least six members of the Board. Proposed amendments, alterations or additions must be presented in writing to all Board members at least ten (10) days prior to a Board vote.

ARTICLE VIII

The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the Board in all cases wherein they are not inconsistent with these By-Laws, as shall any other special rules of order the Board may adopt.

**Approved & Adopted June 11, 2002 Heermance Memorial Library Board of Trustees
Amended August 16, 2005 Heermance Memorial Library Board of Trustees
Amended April 17, 2008 Heermance Memorial Library Board of Trustees
Amended February 16, 2012 Heermance Memorial Library Board of Trustees
Amended August 11, 2016 Heermance Memorial Library Board of Trustees
Amended September 16, 2021 Heermance Memorial Library Board of Trustees**