

# CONSTITUTION AND BYLAWS FOR THE WEAD LIBRARY

**PREAMBLE:** The Wead Library exists for the residents of the Malone Central School District, and is supported by its taxpayers to assist in their obtaining information, education, and recreation in any order in which individual may deem of most importance to himself. The Library's Board of Trustees affirms its belief in the principles embodied in "The Freedom to Read" and in the American Library Association's "Library Bill of Rights".

## ARTICLE I THE WEAD LIBRARY

This organization is and shall be known as the Wead Library existing by virtue of the provisions in the Absolute Charter #15,099 granted by the Regents of the University of the State of New York on 9/26/75, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

## ARTICLE II MANAGEMENT

1. The policies, business and affairs by which the Library shall be administered are formulated with the assistance of the Library Staff and are adopted by the Board of Trustees that shall be five in number chosen by the electorate of the Malone Central School District for a term of five years. The Director of the Library shall be the executive and chief administrative officer of the Library and shall function under its review and direction.
2. The term of members of the Board of Trustees shall end on June 30<sup>th</sup> of the fifth year following election, unless the Trustee shall have resigned or otherwise terminated membership on the Board.
3. Vacancies which occur for reasons other than expiration of term may be filled until the next annual election by the Board of Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned as Trustee, and the vacancy shall be filled at the next regular meeting.

## ARTICLE III OFFICERS

1. The Officers of the Board of Trustees shall be elected at the Annual Meeting or first regular meeting each year and they shall be President, Vice-President, Secretary, and Treasurer, elected from among the Board of Trustees.
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. The vote for the above mentioned Officers shall be by secret written ballot, and elections shall be by a majority of the membership of the Board who must be present.
4. 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

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ex-officio voting member of all committees, and generally perform all duties associated with that office.

The **Vice-President**, in the event of the absence or disability of the President, or a vacancy in the office, shall assume and perform the duties and functions of the President.

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

The **Treasurer** shall be the financial officer and representative of the Board in business relating to the receipt and disbursement of Library funds, and as such shall present for Board review and approval at regular intervals: (1) properly itemized and authenticated vouchers for materials, supplies or services furnished to the Library, (2) periodical reports of the financial status of the Library operations prepared with the assistance of the Director of the Library and, (3) shall perform such other duties as are generally associated with that office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board.

### ARTICLE IV MEETINGS

1. The regular meetings shall be held at least four times a year as established by the Board at the Annual Meeting. Written notice with agenda thereof shall be sent to all Trustees, to the Director of the Library and to the Director of the Clinton-Essex-Franklin Library System at least one week prior to such regular meeting, and a public notice shall be posted in the Library and publicized in the news media. Minutes of the previously held regular meeting shall be mailed by the Secretary within a week of adjournment. The Annual Meeting shall be in June or as otherwise determined.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board who must be present. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees as soon as possible after adjournment.
4. The order for business for regular meetings shall include but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances will permit:

- Roll call of members
- Discussion with public or employee visitors
- Disposition of minutes of previous meeting
- Treasurer's report
- Action upon bills received
- Report of the Director of the Library
- Committee reports

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Communications  
Unfinished business  
New business  
Announcements and adjournment

5. The Director of the Library shall attend all meetings except those in which the Director's personal status is discussed, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

### ARTICLE V COMMITTEES

1. The President shall appoint a Building Committee, a Finance Committee, and a Planning Committee, and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the term of office of the President.
2. The **Building Committee** shall periodically inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or corrections of any faults found and for any action relating to the maintenance of the physical plant.
3. The **Finance Committee** shall have general supervision over the financial affairs of the Library and shall make related policy recommendations to the Board. This committee shall prepare the Annual Budget for the maintenance and operation of the Library for review and approval by the Board at the time specified by the President.
4. The **Planning Committee** shall periodically formulate policy recommendations for review and approval by the Board relating to Library organization resources and services, shall submit to the Board an annual narrative report of its recommendations and relate results to date and shall be generally aware of Library developments and standards of service elsewhere which should be adopted by the Wead Library and by the Clinton-Essex-Franklin Library System.
5. All committees may make a progress report to the board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

### ARTICLE VI DIRECTOR

1. The Director of the Library shall be the executive and chief administrative officer of the Library on behalf of the Board and shall function under its review and direction. The Director shall prepare and present to the Board for its approval monthly and annual reports on the status of the Library as well as the annual report required for transmittal to the State and Library System.
2. The Director shall recommend to the Board the appointment and specify the duties of the Library employees and no appointment, promotions, or dismissals shall be made without this recommendation. The Director shall have interim authority to appoint part-time or

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temporary employees without prior approval of the Board provided that such appointments are reported at the next regular Board meeting.

3. The Director is responsible for the proper direction, supervision and evaluation of the staff, for the care and maintenance of Library property, for an appropriate selection of Library material in keeping with the stated policy of the Board, for the determination of effective policy, for the efficiency of service to the public within the resources available, and for operation within available resources and other duties assigned. The Director shall recommend policies for Board approval and shall be aware of public relations.

### ARTICLE VII INDEMNIFICATION

1. The Wead Library shall indemnify every trustee, officer, and employee of the Library to the fullest extent allowed under the terms and provisions of the Not-For-Profit Corporation Law of the State of New York. The foregoing right of indemnification shall not be diminished or reduced by virtue of any other right or rights to which any trustee, officer, or employee of the Library may be entitled.

### ARTICLE VIII AMENDMENTS AND RULES OF ORDER

1. The Board may amend these bylaws by a majority vote of all members of the Board provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.
2. Nothing in these bylaws shall be construed as being contrary to the Education Law of the State of New York or to the Regulations of the Commissioner of Education.

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3. Roberts "Rules of Order" shall otherwise prevail in all deliberations not specifically provided for either in these bylaws or the aforementioned official documents.

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Date approved by Board

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President, Board of Trustees  
Wead Library, Malone, N.Y.