

**BYLAWS OF THE BOARD OF TRUSTEES
OF
THE MOFFAT LIBRARY OF WASHINGTONVILLE**

MISSION STATEMENT

The Moffat Library of Washingtonville, serving as the cultural center of the community since 1887, is a source of information, education, entertainment and enlightenment and offers free access to library materials in a variety of formats in an open and non-judgmental environment to all residents of the Town of Blooming Grove and the Washingtonville Central School District.

PREAMBLE

a. The Moffat Library Association was formed and incorporated under Chapter 201 of a Special Act of the 110th Session of the Legislature of the State of New York in 1887. The Moffat Library Association was dissolved by the Board of Regents of the State of New York on application by the Association on September 15, 1995. An absolute charter #21932 was granted by an act of the Board of Regents on September 15, 1995 creating the Moffat Library of Washingtonville, a school district public library.

b. The purpose for which this corporation is formed is to provide library service to the residents of the Town of Blooming Grove and the Washingtonville Central School District.

BYLAWS

ARTICLE 1

NAME OF ORGANIZATION

a. The name of the organization shall be the Moffat Library of Washingtonville.

ARTICLE II

PURPOSE

a. The purpose of the organization is to provide superior library service to the residents of the communities of the Town of Blooming Grove and the Washingtonville Central School District.

ARTICLE III

FISCAL

a. The fiscal year of the library shall be July 1st through June 30th.

ARTICLE IV

BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of not less than five (5) and not more than twenty-five (25) members with the current membership being eleven (11) members, elected for terms of five (5) years each. Newly elected members will take office at the annual reorganization meeting.
- b. Eligibility for office shall be limited to adults residing within the geographical limits of the Washingtonville Central School District, who are not employees of the Library.
- c. Absence from three consecutive meetings and or fifty percent (50%) of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing of the conditions of this deferral.
- d. No member of the Board shall serve for more than two (2) consecutive five (5) year terms, effective as of _____ (date of adoption of these bylaws).
- e. Any vacancy may be filled by the trustees' appointment of a successor. Said appointment shall be valid only until the next regularly scheduled election of trustees. At that next scheduled election the remaining term shall be filled in accordance with New York State Education Law, Section 226: Powers of Trustees of Institutions.
- f. The Board may remove a Trustee by majority vote for misconduct, incapacity, ineligibility, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.
- g. Each Trustee shall have one vote, irrespective of office held.
- h. A Trustee must be present at a meeting to have his/her vote counted.
- i. 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.

ARTICLE V

OFFICERS & APPOINTEES

- a. The officers of the Board shall be President, Vice-President, Secretary and Fiscal Officer, elected at the annual reorganization meeting. These officers shall serve for a period of one year. Tenure of these officers shall be limited to three consecutive full terms of one year each. An officer who has served six months of a term shall be considered to have served a full term. The office of Treasurer shall be filled by appointment.
- 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 an accurate record of all meetings of the Board including attendance, shall issue notice of meetings at least five days in advance of all regular meetings, shall issue notice of special meetings, shall prepare and distribute the agenda for all meetings and shall perform such other duties as are generally associated with that office. The accumulated minutes of the completed fiscal year shall be placed in the library files.
- iv. The Fiscal Officer shall be a member of the Board of Trustees, shall be bonded in such amount as required by the Board and shall have the following duties:
 1. Have charge of all Library funds insofar as allowed by law.
 2. Oversee paying bills of the Library.
 3. Assure accurate books of accounts, receipts and disbursements.
 4. Present to the Board monthly reports of activity and such other reports as may be required from time to time.
- v. The Treasurer shall be independent of the Board of Trustees, shall be appointed annually by the Board and shall have the following duties:
 1. Take an Oath of Office upon appointment.
 2. Monitor the Fiscal Officer of the Board of Trustees.
 3. Periodically review all accounts, deposits, checks and transfers for accuracy.
 4. Review investment of Library monies to insure compliance with all applicable State laws.
 5. Verify that payment of all Bond and or debt payments are made in a timely manner.

ARTICLE VI

DIRECTOR

- a. The Board shall appoint a 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 of Trustees. The Director shall be responsible for: the care of the buildings and equipment; the employment and direction of the staff; 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 Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

c. All personnel actions must be approved by the Board of Trustees at a legal meeting. The Board creates all positions, establishes salaries and formally appoints the staff upon the recommendation of the Director. Retroactive positions can be made if positions must be filled between meetings.

ARTICLE VII

COMMITTEES

a. At the reorganization the President shall appoint three (3) members to each of the standing committees. Standing committees shall be the Personnel Committee, the Audit and Finance Committee and the Policies Committee.

b. A nominating committee of three (3) trustees shall be appointed by the President three (3) months prior to the Annual Meeting and will present a slate of officers and names of candidates for new trustees in the case of vacancies. Additional nominations may be made from the floor.

c. 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.

d. All committees shall make a progress report to the Board at each of its meetings.

e. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

f. The President shall be, ex officio, a member of all committees.

g. In the interest of good governance, the Board shall endeavor to maintain an ongoing rotation of committee appointments among Trustees. Experienced Trustees should be selected as committee chairs whenever possible.

ARTICLE VIII

MEETINGS

a. Meetings shall be held each month, the date and hour to be set by the Board. Notification of all meetings shall be e-mailed by the Secretary to each member at least five days before the meeting.

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 special meeting except the stated business.

c. The annual reorganization meeting shall be held in July of each year. The business transacted at this meeting shall include the swearing in of new trustees and the Treasurer and the election of new officers.

d. The operating and financial reports for the previous fiscal year shall be presented at the regular meeting in July.

e. The preliminary budget for the subsequent fiscal year shall be presented for approval by the Board at the regular meeting in March.

f. The final budget for the subsequent fiscal year, required for submission to the district voters, shall be presented at the regular meeting in April.

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 and the Secretary 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. Pledge of Allegiance
- iii. Adoption of Agenda
- iv. Approval of prior Meeting Minutes
- v. Period for public expression
- vi. Correspondence
- vii. Personnel Actions Report
- viii. Treasurer's report
 - Report of receipts and disbursements
 - Warrants
 - Presentation of projected cash flow
- ix. Director's Report
- x. Committee Reports
- xi. Old Business
- xii. New Business
- xiii. Period for public expression
- xiv. Adjournment

ARTICLE IX

AMENDMENTS

a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent by the Secretary to all absent members at least ten (10) days prior to the voting session. 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.

ARTICLE X

PROCEDURE

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

Approved by the Moffat Library of Washingtonville Board of Trustees

Bylaws Approved June 18, 1948

Amended June 27, 1967

Amended January 23, 1980

Amended January 1985

Revised February 13, 1997

Revised April 29, 2002

Revised November 17, 2014

Revised March 1, 2018

Revised March 7, 2019