

Bylaws

Of the

Bolton Free Library Association

**Adopted
January 8, 1980**

**Amended
April 11, 1991**

**Amended
August 4, 1997**

**Amended
July 21, 2005**

**Amended
2018**

Article I: Name and Purpose

This organization is and shall be known as the Bolton Free Library Association, the purpose of which is to conduct business and affairs of the Bolton Free Library, which exists by virtue of the provisions in the Absolute Charter number 1775, granted by the Regents of the University of the State of New York on June 28, 1906, and further, to exercise the powers and authority and assume the responsibilities designated to the Bolton Free Library under said charter in furnishing library services to the people of the Town of Bolton, Warren County, in the State of New York.

Article II: Membership

Any resident of the Town of Bolton who is eligible to vote in town or school elections and who has attained the age of eighteen shall be considered a member of the Association and shall qualify in the election of trustees.

Article III: Management

The business and affairs of the Bolton Free Library Association shall be conducted by a Board of Trustees that shall be composed of nine members, elected by members of the Association. Terms of office of the trustees shall be a period of five years, which shall begin immediately upon election. Two trustees shall be elected each year, except the fifth year, (whenever it occurs in the rotation in use prior to the adoption of these bylaws) in which only one trustee shall be elected. In the event of resignation, death, or inability of any trustee to serve, a successor shall be elected by the Board of Trustees to serve until the next annual meeting, at which time a successor shall be elected to serve for the unexpired portion of said trustees whose vacancy is being filled. Should a trustee fail to attend three consecutive meetings without adequate reason, he or she

shall no longer be considered a member of the board of Trustees. Any paid employee of the Bolton Free Library cannot be a member of the Board of Trustees. This is considered a conflict of interest.

Article IV: Officers

The officers of the Board shall be elected at the first regularly scheduled meeting following the annual meeting. The officers shall be as follows: President, Vice-President, Secretary, and Treasurer. Officers shall be elected from among the elected trustees, although the Treasurer need not be a member of the Board.

Each officer shall be elected for a one-year term. Officers shall serve from the meeting at which they are elected until their successors are duly elected. If they are no longer board members following the election of trustees or if they resign from office or leave the board for any reason during the year, the Board shall elect replacement officer(s) pro tem to serve until the next election.

At the November meeting, the President shall appoint a Nominating Committee consisting of at least two Board members whose terms are not expiring. Membership on such committee shall not prohibit nomination for office. The Chair of the Nominating Committee shall present a written slate of officers at the first regularly scheduled meeting held after the annual meeting. Additional nominations may be made from the floor. If two or more trustees have been nominated for one office, the vote for that office shall be by secret ballot.

Duties of Officers:

- **President:** The President shall preside at all meetings of the Board, authorize calls for 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.

- **Vice-President:** The Vice-President, in the absence of or disability of the President, exercises the powers and performs the duties of the President. He shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the trustees.
- **Treasurer:** The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other personal property of the library and shall deposit the same in such bank or trust company as shall be designated by the trustees. He or she shall receive and give acquittances for monies paid in on account of the library and shall pay out of the funds on hand, all bills, payrolls, and other just debts of the library of whatever nature upon the maturity of the same; he or she shall enter regularly in books of the library to be kept by him or her for that purpose, full accounts of all monies received and paid out by him or her on account of the library, and he or she shall perform all other duties incident to the office of the Treasurer. In the absence of or inability of the Treasurer, his or her duties shall be performed by such other member of the Board as the Board may designate. Or, if the Board so wishes, an Assistant Treasurer, who need not be a trustee, may be selected by the Board to assist the Treasurer in the performance of his or her duties. Either may be bonded if required by a resolution of the Board.
- **Secretary:** The Secretary shall keep minutes of all proceedings of the trustees. He or she shall attend to the giving and service of all notices of trustees and members of the Association or other notice required by law or by these bylaws. He or she shall affix the seal of the library on such instruments requiring a seal when duly signed. He or she shall have charge of such books and papers as the Board may direct and shall perform all other duties incident to the office of Secretary. An Assistant Secretary, who need not be a trustee, may

be selected by the Board to assist in the performance of his or her duties.

Article V: Meetings

Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

The regular meeting shall be held each month, the date and hour to be set by the Board at each monthly meeting. Notice thereof shall be given to all trustees by the Secretary at least one week prior to such regular meeting and a public notice shall be posted on the library bulletin board.

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in sequence so far as circumstances will permit (this order of business may be changed at any meeting by general consent, except as otherwise provided by the bylaws):

- Roll Call of trustees

- Disposition of minutes of previous regular or special meetings

- Treasurer's financial report

- Action on bills

- Librarian progress and service report

- Committee reports

- Communications

- Unfinished business

- New business

- Public presentation to, or discussion with, the Board

The **annual meeting** shall be held during the second week of January after the close of the Public Election of Trustees. The purpose of the annual meeting is to announce the results of the Public Election, to approve the year-end financial report, and to vote on an official newspaper and bank. Each Board member shall be given at least one week's written notice of the annual meeting.

Special meetings may be called by the Secretary, at the direction of the President, or at the request of at least three members, for the transaction of business as stated in the call to the meeting. At least three days notice of such special meeting shall be given to all the trustees.

A majority of the duly elected trustees shall constitute a quorum for the purpose of any regular or special meeting of the Board. 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. In acting upon any resolution, a majority of those trustees actually present and voting shall be necessary for the purpose of passing or rejecting any resolution. The President may vote and may move or second any proposal before the Board.

Article VI: Public Election of Trustees

The election of trustees shall take place under the supervision of the Board on the day of the annual meeting if said meeting is to be held in the evening, or on the first day before the day of the annual meeting if said meeting is to be held during the day.

Notice of the annual meeting and the date and hours of the elections of trustees shall be inserted in the official newspaper of the Association at least two weeks prior to the election, and shall at the same time be posted on the library bulletin board. However, if circumstances prevent said publication in the official newspaper, posting on the library bulletin board at least two weeks prior to the election shall be considered sufficient notice to members and public, and the resulting election shall be considered valid and legal. All members of the Association shall be eligible to vote in the elections of trustees. The voting shall be by printed secret ballot, and a registration of all those persons voting shall be made. They will be kept for a period of 4 calendar days. These ballots and tabulated results will be

immediately sealed and retained by one of the appointed election officials. Public inspection of the results can be arranged through the Library Director for 4 working days following the election.

The printed ballot shall carry the names of the persons who have notified the Secretary and/or Director at least 5 days before the election of their intention to stand for election. However, write-in votes for any candidate or person whose name does not appear on the printed ballot shall be legal.

A public review, if requested, shall be held with no less than 2 of the appointed election officials. Immediately after the polls are closed, the votes shall be counted and recounted by the election committee consisting of 3 trustees (appointed by the president) whose terms are not up for election. The results of the election shall include total votes cast for each candidate.

Article VII: Committees

The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the business for which it was appointed and after the final report is made to the Board.

The Librarian shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the state policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

The Librarian shall be considered an ex-officio member of the Board and shall attend all board meetings except those at which his appointment or salary is to be discussed or decided. The Librarian may participate in discussions and offer professional advice, but is denied a vote upon any question.

Article IX: Amendments

These bylaws may be amended from time to time by the Board of Trustees in the following manner:

- By notice of the proposed amendment in writing at least two weeks prior to the holding of any regular or special meeting, at which time action upon said proposed amendment may be taken at said regular or special meeting,

OR

- By proposing any amendment at any regular or special meeting, after which said change may not be voted upon or take effect until the next regular meeting of the Board, In any event, a majority of the members of the Board of Trustees must approve such a change in the bylaws in order to effectuate the same.

Article X: General

1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.
2. Any rule of resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but 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 approve.

3. The fiscal year of the library shall be from January 1 to December 31 of each year.
4. These bylaws shall, on the date of their adoption, rescind any other bylaws of this Association or its predecessor.