

# **DANIEL PIERCE LIBRARY BYLAWS**

## **PREAMBLE**

The Board of Trustees (hereinafter designated as the Board) of the Daniel Pierce Library (hereinafter designated as the Library), a corporation created by a charter granted provisionally by the Board of Regents of the University of the State of New York on December 15, 1898; made absolute on October 17, 1907; amended by the Board of Regents on April 27, 1979, to add an Internal Revenue Service paragraph, amended by Board resolution and registered with the Division of Library Development on September 14, 1987, to change the service area from the Village of Grahamsville to the Tri-Valley School District; and amended on April 29, 1997, to change the number of Trustees to no less than nine (9) and not more than eleven (11); hereby enacts the following Bylaws:

## **ARTICLE I**

### **OFFICERS AND APPOINTMENTS**

*Section 1.* The officers of the Library shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

*Section 2.* The term of office of officers shall be one (1) year.

*Section 3.* The Board shall annually appoint an Auditing Committee of no more than two (2) Trustees to review the financial records of the Library.

## ARTICLE II

### DUTIES OF OFFICERS

*Section 1.* The President shall preside at meetings of the Board and shall serve as *ex officio* member of any committees.

*Section 2.* The Vice President shall preside at meetings of the Board and shall perform the duties of the President in his/her absence.

*Section 3.* The Recording Secretary shall have charge of the records and minutes of the Board and shall be responsible for maintaining them on permanent file in the Library.

*Section 4.* The Corresponding Secretary shall be responsible for writing appropriate acknowledgements on behalf of the Board.

*Section 5.* The Treasurer, who will be bonded in such an amount as may be required by the Board, in cooperation with other appropriate members of the Board, shall have charge of the Library funds as allowed by law; shall review and sign checks; shall keep accurate books of accounts, receipts, and disbursements; shall make monthly reports to the Board for its approval and such other reports as may be required from time to time; and shall prepare an Annual Report for the Annual Meeting of the Board.

*Section 6.* In addition to the foregoing duties, each officer shall have such powers and perform such duties as are incumbent upon similar officers in corporate organizations, and such additional powers or duties as may be conferred by the Board.

## ARTICLE III

### DIRECTOR

*Section 1.* The Director shall be appointed by the Board in conformance with the Education Law and shall be the executive and administrative officer of the Library, performing such duties as are usually required by Library Directors and such other duties as the Board may direct. The Director shall attend all meetings of the board, and may take part in its deliberations, but shall have no vote. The Director shall submit to the Board an Annual Report on the progress and condition of the Library, accompanying the same with recommendations and suggestions.

*Section 2.* The Director shall be responsible for appointment, assignment, transfer, promotion and dismissal of all staff members. All staff changes shall be reported to the Board.

## ARTICLE IV

### MEETINGS

*Section 1.* Regular meetings of the Board shall be held each month at times and places determined by the Board. A quorum for the transaction of business shall consist of a majority of the entire Board. If it is known in advance that a quorum will not be present at a scheduled regular meeting, the meeting may, at the discretion of the President, be held at a time at which quorum can be present.

*Section 2.* An Annual Meeting of the Board shall be held in April of each year, prior to the regular April monthly meeting, for the purpose of electing Trustees, electing officers, receiving the Annual Reports of the Treasurer and the Director, and considering any other business that may properly come before an Annual Meeting.

*Section 3.* The Annual Budget for the Library shall be presented to the Board at the November regular meeting, for its consideration in November and for its action in December.

*Section 4.* Special meetings of the Board may be called by the President or upon written request of three (3) Trustees for the transaction of such business as may be stated in the call.

*Section 5.* The order of business at regular meetings, unless modified by a majority of the Trustees present or at the discretion of the presiding officer, shall be as follows:

- Minutes of Prior Meeting
- Financial Reports
- Director's Report
- Committee Reports
- Other Reports
- Communications
- Unfinished Business
- New Business
- Adjournment

## **ARTICLE V**

### **COMMITTEES**

*Section 1.* In lieu of standing committees, the Board may serve as a committee of the whole.

*Section 2.* Special committees may be appointed by the President with the approval of the Board.

*Section 3.* All committee appointments expire at the expiration of the time assigned for the committee's work.

## **ARTICLE VI**

### **FISCAL YEAR**

*Section 1.* The fiscal year of the Library shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **ARTICLE VII**

### **LIBRARY MEMBERSHIP**

*Section 1.* All persons living in the Tri-Valley Central School District are eligible to apply for library cards.

## **ARTICLE VIII**

### **BOARD MEMBERSHIP**

*Section 1.* The Charter of the Daniel Pierce Library, as amended by the University of the State of New York on April 29, 1997, provides the Board of Trustees shall be composed of no less than nine (9) nor more than eleven (11) members.

*Section 2.* The term of each elected trustee shall be three (3) years. Trustee may serve consecutive terms.

*Section 3.* All Trustee who shall fail to attend three (3) consecutive regular meetings without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned, creating a vacancy.

*Section 4.* In the event of vacancy due to resignation of other cause, a Trustee shall be appointed by the Board to serve until the next Library Annual Meeting. At that time a replacement shall be elected to complete the unexpired term.

*Section 5.* Candidates for Trustee shall be nominated and elected by the Board. The terms of office of new Trustees will begin at the time of the Annual Meeting at which they are elected.

*Section 6.* Whenever the term of any Trustee is about to end, the Recording Secretary will notify the Board thirty (30) days prior to the expiration of the term. Incumbent Trustee must notify the President, in writing, regarding their intention to stand for re-election at least fifteen (15) days prior to the Annual Meeting. Failure to notify the President will be regarded as a statement of intent not to stand for re-election.

*Section 7.* No salaried employee of the Library shall be eligible for election as a Trustee.

*Section 8.* Each trustee must reside in the Tri-Valley Central School District.

## ARTICLE IV

### AMENDMENTS

*Section 1.* Amendments to the Bylaws may be made by a majority of the Board at a regular meeting, provided the changes shall have been submitted at two (2) Board meetings, at least one (1) of which is a regular meeting, directly preceding the meeting at which the vote is to be taken, and a copy of the proposed changed shall have been mailed to each Board member, by certified mail – return receipt requested, at least ten (10) days prior to the meeting at which the vote is to be taken.

**Reviewed and re-approved: August 21, 2019**

