

# **BY-LAWS OF THE WATKINS GLEN CENTRAL SCHOOL DISTRICT FREE PUBLIC LIBRARY**

**Amended July 19, 2006**

## **ARTICLE I-PURPOSE**

The Purposes of the Watkins Glen Central School District Free Public Library are to provided community library services to the public through the circulation of books, films and other materials; to provide interlibrary services and to simulate interest in reading as a learning and educational tool.

## **ARTICLE II-GOVERNING BODY**

The Watkins Glen Central School District Free Public Library (hereinafter referred to as the Library) shall be governed by a Board of Trustees, which shall be composed of voters of the Watkins Glen Central School District (hereinafter referred to as the School District).

## **ARTICLE III-TRUSTEES**

### **1. NUMBER**

The Board of Trustees shall be five (5) in number, who shall be residents and voters of the School District.

### **2. ELECTION AND TERM**

Each Trustee shall be elected for a term of five (5) years. Only one (1) Trustee shall be elected in any calendar year.

### **3. VACANCIES**

In the event of a vacancy on the Board of Trustees, the remaining Trustees shall elect an otherwise qualified person to fill the vacancy to complete the term of the elected Trustee who created the vacancy on the Board.

### **4. COMPENSATION**

No member of the Board of Trustees shall receive any monetary compensation of thing of value for being a Trustee. Trustees, however, may be reimbursed for actual expenses for outside travel or other expenses incurred in the carrying out of his or her office, when authorized by the Board.

### **5. INDEMNIFICATION**

Every Trustee, Officer, Director and staff member of the library shall be indemnified by the library for actions taken in the course of library duties to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law. The foregoing right of indemnification shall not be exclusive of any other right to which such person shall be entitled.

6. TIME OF ELECTION

Election of Trustees shall be at the annual Library budget vote pursuant to the procedures of the Library and provisions of New York State law.

**ARTICLE IV-OFFICERS**

1. OFFICE AND TERM

The officers of the Board of Trustees shall consist of a President, a Vice-President, a Secretary and a Treasurer, who shall hold office for the term of one (1) year. An officer may hold consecutive terms. All officers shall be Board members, except the Treasurer.

2. ELECTION

The officers shall be elected by the Board at its annual meeting by a majority vote of the Trustees present and voting. In the event of a vacancy, the office vacated shall be filled by vote of the Board as soon after the vacancy occurs as is practicable.

**ARTICLE V-DUTIES OF OFFICERS**

1. PRESIDENT

The President shall preside at all meetings of the Board, unless absent or otherwise unable to act; shall be the chief liaison person with the Librarian, Library Staff and School District; shall appoint all Committees and shall otherwise have the management of the business of the Library and shall see that all orders and resolutions of the Board are carried into effect.

2. VICE-PRESIDENT

The Vice-President, during the absence or disability of the President, shall have all of the powers and functions of the President and shall perform such other duties, as the Board shall prescribe.

3. SECRETARY

The Secretary shall attend Board meetings; record all votes and minutes of proceedings; be responsible for notification of change in meetings or special meetings of the Board; be responsible for documents and records of the Board; be responsible for publication of legal notices and the conduct of the library budget election and perform such other duties as may be prescribed by the Board.

4. TREASURER

The Treasurer shall have custody of Library funds; shall keep full and accurate accounts of receipts and disbursements on behalf of the Board; shall deposit monies and valuables in the name of and to the credit of the Library; shall disburse the funds of the Library as may be ordered or authorized by the Board; shall render an annual financial report and account for all transactions as Treasurer; shall be furnished by the Library and the Board with all necessary reports and statements as may be required; shall assist in the preparation of the annual budget and perform such other functions as are ordinarily connected with the office.

## **ARTICLE VI-COMMITTEES**

The Board may authorize or create such committees, either standing or temporary, as may be deemed advisable to promote and advance the purposes and interests of the Library.

Committees may consist of a single person or a panel of persons who may or may not be members of the Board. Appointment of Committee heads or members shall be made by the President. Nothing herein shall be deemed to preclude the formation of other volunteer committees or groups, approved by the Board, committed to the welfare, advancement or promotion of the Library, such as the Friends of Watkins Library.

## **ARTICLE VII-BOARD MEETING**

### **1. REGULAR MEETINGS**

The Board shall meet monthly at such time as designated by the Board at the annual meeting or at such other time and place as shall be mutually agreed upon by the Board.

### **2. SPECIAL MEETINGS**

Special meetings may be held at the call of the President for stated purposes at such time and place as the President or the Board may determine, upon due notice to the members.

### **3. ANNUAL MEETING**

The annual meeting of the Board shall be held in the month of July. Officers shall be elected. Time and place of regular meeting shall be established. The official newspaper of the Library shall be named.

### **4. QUORUM**

Presence of at least three (3) members of the Board at any regular or special meeting shall constitute a quorum for the transaction of business.

### **5. ACTION OF THE BOARD**

A vote of the majority of the Board members present and voting at a legally constituted regular or special meeting shall be the act of the Board, unless otherwise contrary to law.

## **ARTICLE VIII-FISCAL YEAR**

The fiscal year of the Library shall begin on the first day of July in each year.

## **ARTICLE IX-AMENDMENT**

These by-laws may be amended or repealed by action of the Board at any regular or special meeting of the Board provided that each Board member shall be advised, in writing, of the proposed action at least twenty (20) days prior to the meeting set for the purpose. The written notice shall contain a concise statement of the changes sought to be made.