

# **BYLAWS OF THE WATKINS GLEN CENTRAL SCHOOL DISTRICT FREE PUBLIC LIBRARY**

**Amended June 23, 2025**

## **ARTICLE I-PURPOSE**

The Purposes of the Watkins Glen Central School District Free Public Library are to provide community library services to the public through the circulation of books, films and other materials; to provide interlibrary services and to stimulate 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 appoint 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 or 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 Finance Officer, 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, 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.

### **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. FINANCE OFFICER**

The Finance Officer shall see that the Library maintains adequate and appropriate financial records. The Finance Officer may review all bank and investment account statements, financial reports of current income and expenses, and the monthly reconciliation of accounts. The Finance Officer may assist in budget preparation, represent the Library at local budget hearings, and request funding from outside sources when necessary. The Finance Officer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. The Finance Officer shall be aware of the Library's funding sources; and will make recommendations to the Board on the acquisition and disbursement of funds where appropriate.

### **5. TREASURER**

The Treasurer shall be a paid, independent bookkeeper appointed by the Library. This independent officer shall report to the Board and be responsible for the receipt and disbursement of tax monies after Board approval. The Treasurer 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; 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**

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(s) shall be sent to all members at least ten (10) days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.