

RICHMOND MEMORIAL LIBRARY

BYLAWS

PREAMBLE

The Board of Trustees of Richmond Memorial Library, hereinafter designated as the Board, existing by virtue of the provisions of the Absolute Charter Number 7584 granted by the Regents of the University of the State of New York on January 28, 1960, amended on December 10, 2018, and exercising the powers and authority, and assuming the responsibilities delegated to it under said charter, hereby enacts the following revision of their Bylaws:

ARTICLE I

NAME

Section 1. The name of this organization shall be Richmond Memorial Library.

ARTICLE II

MISSION

Section 1. The mission of Richmond Memorial Library is to continually assure access to resources and services that meet the educational, informational and recreational needs of its community in a safe and comfortable environment.

ARTICLE III

MANAGEMENT

Section 1. The business and affairs of the Richmond Memorial Library shall be governed by a Board of Trustees that shall be not less than five nor more than 15 in number. At all times at least a two-thirds majority of trustees shall have been elected by qualified voters at the library's annual elections.

ARTICLE IV

TRUSTEES

Section 1. Trustees shall be elected at the annual election of the Richmond Memorial Library on the date set by law in the election district(s) and at the time set annually by

the library board. The number of seats to be voted upon annually shall be established by the Library Board when the date and time of the election are set.

Section 2. The Library Board clerk shall provide notice of the annual election in accordance with the law, including information concerning such matters as personal registration, existence of election districts, use of voting machines, etc., where required.

Section 3. To be eligible for election as a Trustee, a candidate must be a citizen of the United States, be a qualified voter of the Batavia City School District, and have been a resident of the District for at least three years immediately preceding the date of his election. No person shall hold at the same time any other elected public office.

Section 4. A candidate must submit a petition to the Clerk of the Richmond Memorial Library that is signed by at least twenty-five (25) qualified voters of the library district, or two percent of the voters who voted in the last previous annual election of the library Board of Trustees, whichever is greater (Ed. Law 260, Subsection 8).

Section 5. The regular term of a Trustee shall be five years. Trustees will begin service on July 1 after being elected.

Section 6. Whenever a vacancy occurs at a time other than normal elections, the Board shall take steps to provide a qualified replacement to serve the remainder of the term.

- a. The Board shall seek qualified and interested candidates from the community.
- b. All interested applicants must submit a notice of their interest in writing to the President of the Board.
- c. The Board may meet with candidates to hear their reasons for seeking the appointment.
- d. The successful candidate will be appointed by majority vote of the full Board to serve the remainder of the term.

Section 7. Expanding the Library Board by appointment.

- a. A trustee may present a name for consideration to the board at any meeting.
- b. The nominee will be invited to a meeting to give a personal background concerning why they would like to serve on the board and what they can bring to the board. A question and answer period may follow.
- c. The board will vote whether to appoint the nominee at its next regular meeting.

d. If the nominee is appointed, the board will then determine the length of their term, not to exceed five years.

e. At the end of the appointed term, a trustee may run for elected terms following the standard protocol, but may not be appointed to further terms.

ARTICLE V

OFFICERS

Section 1. The officers of the Board of Trustees shall be as follows:

- a. President
- b. Vice President
- c. Treasurer
- d. Clerk
- e. Deputy Clerk

Section 2. The President and Vice President shall be elected annually from among the Trustees at the reorganization meeting.

Section 3. The Clerk, Deputy Clerk and Treasurer shall be appointed at the reorganization meeting. The Clerk and Deputy Clerk shall not be Trustees. The Treasurer shall be the Treasurer of the Board of Education of Batavia City School District.

Section 4. The term of office of all elected officers shall be one year. A President or Vice President shall not serve more than three consecutive terms.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. 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, and in general, perform all duties associated with that office.

Section 2. The Vice President, in the event of absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 3. The Clerk shall attend meetings of the Board as directed by the Board, shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 4. The Deputy Clerk shall assist the clerk in keeping an accurate record of all Board meetings.

Section 5. The Treasurer shall keep an accounting of all Library funds, report regularly on the state of the funds, and perform such duties as are generally associated with that office.

ARTICLE VII

MEETINGS

Section 1. Regular meetings of the Board shall be held on the second Monday of each month or as otherwise established by the Board. These meetings will be open to the public. Written notice of meetings of the Board shall be sent to the Trustees by the Clerk during the week prior to such meetings.

Section 2. Special meetings of the Board may be called by the President, or upon the request of three Trustees, for the transaction of business as stated in the call.

Section 3. Robert's Rules of Order (latest edition) shall govern the Board in its deliberations in all cases in which it is not inconsistent with law or these Bylaws.

Section 4. A majority of the members of the board present shall constitute a quorum. No formal action shall be taken at any meeting at which a quorum is not present.

Section 5. The order of business for the regular meetings shall include but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

- Call to order
- Approval of minutes (either read or previously received)
- Public to be Heard
- Library Director's Report
- Committee Reports
- Financial Reports
- Communications
- Unfinished Business
- New Business
- Adjournment

Section 6. Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall be subject to removal from office by action of the Board in the absence of reasonable excuse for such absences.

ARTICLE VIII

LIBRARY DIRECTOR

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library, subject to the authority of the Board.

Section 2. The Library Director shall make recommendations to the Board with regard to appointment, classification, salary schedule, promotion or dismissal of library employees and shall specify their duties.

Section 3. The Library Director shall have interim authority to appoint part time or temporary employees on a provisional basis without prior approval of the Board but subject to such approval. Any such appointment is to be reported to the Board at its next regular meeting.

Section 4. The Library Director shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of service to the public, and for operation within the budgeted appropriations.

Section 5. The Library Director shall attend all meetings of the Board as directed by the Board, furnish such information and reports as may be requested by the Board, assist in development of the Library's annual budget, make recommendations, participate in discussions, and offer professional advice.

ARTICLE IX

COMMITTEES

Section 1. The President may appoint Standing Committees and/or Special Committees at any time from among the Board members. With the advice and consent of the Board, any member of the public at large may be appointed to a committee, to serve in an advisory capacity only.

ARTICLE X

AMENDMENTS

Section 1. Alterations, amendments, or additions to these Bylaws, or the repeal of any thereof, may be made by two-thirds vote of the Board, at a regular, special or annual meeting, provided the changes shall have been submitted at an earlier regular

meeting of the Board and a copy of the proposed changes mailed or given to each trustee at least ten days prior to the meeting at which the vote is to be taken.

Adopted: December 14, 1959

Last Amended: December 10, 2018