

# **Marion Public Library**

## **By-Laws - Board of Trustees**

### Article I - NAME

1. This organization is and shall be known as the **MARION PUBLIC LIBRARY** existing by virtue of the provisions in the Absolute Charter Number 3133 granted by the Regents of the University of the State of New York on May 25, 1922, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

### Article II - MANAGEMENT

1. The business affairs of the **MARION PUBLIC LIBRARY** shall be managed and conducted by a Board of Trustees that shall be five in number. Said Trustees must be residents of the Town of Marion and be appointed by the Marion Town Board (upon recommendations of the Board of Trustees for a term of five years.

2. The term of member of the Board of Trustees shall end on December 31, of the fifth year following appointment unless the Trustee shall have resigned or otherwise terminated membership on the Board.

3. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the board of Trustees. Any Trustee who shall fail to attend three (3) consecutive regular meetings of the Board, without sufficient reason, shall be deemed to have resigned as a Trustee, and the vacancy shall be filled at the next regular meeting.

### Article III - OFFICERS

1. The officers of the board of Trustees shall be elected each year at the December meeting, to serve a term of one year from January 1, to December 31. They shall be President, Vice President and Secretary elected from among the board of Trustees. A Treasurer shall be appointed by the Board to handle the Memorial Funds.

2. A Nominating Committee shall be appointed by the President, one month prior to the December meeting to designate a slate of officers at the December meeting. Additional nominations may be made from the floor. The vote for officers shall be by secret ballot if two or more Trustees have been nominated for one office.

3. 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.

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

5. The Secretary 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.

#### Article IV - MEETINGS

1. The regular meetings shall be held monthly on Tuesday evenings at 7 PM as established by the Board of Trustees.

2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.

3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and notice thereof sent to all Trustees.

4. The order of business for 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:

- Roll Call of members
- Discussion with public or employee visitors
- Disposition of minutes of pervious meeting
- Financial Report
- Bills of the month
- Action upon report and bills
- Report of Library Manager
- Committee reports
- Communications
- Unfinished business
- New business
- Announcements and adjournment

5. The Library Manager shall attend all regular meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

#### Article V - COMMITTEES

1. In addition to the Nominating Committee, the President may appoint committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of their assignment.

2. The Finance Committee shall consist of the Library Manager and a quorum of Board members (at least one trustee). This committee shall prepare the annual budget for the

maintenance and operation of the Library, for final approval by the Board of Trustees at their August meeting and for final approval by the Marion Town Board at the October meeting.

3. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

#### Article VI - LIBRARY MANAGER

1. The Board shall appoint a qualified Library Manager who shall be the executive and administrative officer of the Library on behalf of the Board under its review and direction.

2. The Library Manager shall recommend to the Board the appointment and specify the duties of the Library employees and no appointments, promotions, or dismissals shall be made without this recommendation.

3. The Library Manager is responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property and effects, for an adequate and proper selection of books (library materials) in keeping with the stated policy of the Board, for the efficiency of service to the public, and for operation within the budgeted appropriation.

#### Article VII - AMENDMENTS

1. The Board may amend these By-Laws by a majority vote of all members, provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

Adopted Sept. 15, 1998