

Preamble: The Board of Trustees of the Town of Ballston Community Library, a special district library, hereafter designated as "The Board", created by a charter granted by the University of the State of New York June 28, 1963, hereby enacts the following By-Laws:

Policy I: BY-LAWS

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A. TRUSTEES.

1. Trustees, seven in number, and residents of the Town of Ballston, shall be appointed by the Town Board for a term of five (5) years. The trustees shall appoint a member to fill out the unexpired term of a trustee. (Education Law 226 Para. 4.)
2. Trustees shall be limited to two (2) consecutive full terms of service.
3. Trustees shall act in accordance with library policy and other applicable laws.

B. OFFICERS

1. The officers of the Board, all of whom shall be trustees, shall be a President, a Vice-President, a Secretary, and a Treasurer.
2. Officers shall be elected yearly by a majority vote of the Board at the time of the regular meeting in the month of June and shall commence their terms July 1.
3. No officer of the Board shall be elected for more than two (2) consecutive terms to the same office.
4. The President shall preside at all meetings and shall have the usual powers of a presiding officer; shall appoint all committees; shall certify all bills approved by the Board; and shall authorize calls for any special meetings.
5. The Vice-President shall act as President in the absence or disability of the President.
6. In case both the President and Vice-President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall select a Chairman pro tem.
7. In case the President resigns or leaves the Board for any reason, the Vice-President shall automatically become President.

8. As soon as a Vice-President becomes President, a new Vice-President shall be elected by the Board at its next meeting.

9. The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the library and shall be available for public study.

10. The Treasurer shall monitor special library funds separate from those budgeted and shall act as a financial advisor to the Board and Library Director.

C. MEETINGS

1. The regular monthly meeting of the Library Board shall be held on the last Wednesday of each month at an hour and place designated by the Board. The President may change to time or day of the regularly scheduled meeting, if necessary, with proper notice to the board. Any such change shall be publicly posted in the library. The Board shall operate in accordance with the Open Meetings Law (New York State Public Officers Law Article 7).

2. The order of business shall be

- a. Call to order
- b. Minutes of the preceding meeting
- c. Report of special funds
- d. Monthly financial report of expenditures and receipts
- e. Report of Library Director/Librarians`
- f. Reports of committees
- g. Approval of bills
- h. Unfinished business
- i. New business
- j. Adjournment

3. The annual meeting shall be held at the time of the regular meeting in the month of June, and officers for the following year shall be elected.

4. Special meetings may be called by the President or upon the written request of four trustees for the transaction of business stated in the call for the meeting.

5. Four trustees shall constitute a quorum and a majority vote of the full board shall be necessary for the approval of motions and for the transaction of business.

6. In the absence of a quorum of four Trustees at the monthly meeting, the President may poll the membership by telephone or email on issues requiring immediate attention. Such decisions shall be ratified at the next monthly meeting. Receipt of email messages by the board shall be verified by the President.

D. COMMITTEES

1. The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing committees, to serve one year, and may appoint ad hoc committees, as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees except nomination committees.

2. Standing committees shall include

- a. Policy committee
- b. Building and grounds committee
- c. Budget and finance committee
- d. Personnel committee
- e. Long-range planning committee
- f. Nominating committee

3. All committees shall consist of the President (ex-officio), and trustees appointed by the President and subject to the approval of the Board.

4. The Policy Committee shall formulate and revise rules pertaining to the library and the procedures of the Board. All committee recommendations shall be submitted to the Board for review and approval at a subsequent meeting.

5. The Personnel Committee shall have general management of all matters pertaining to personnel, subject to the approval of the Board.

6. The Building and Grounds Committee shall consider and determine all matters relative to the physical condition of the building and grounds and to the occupancy and maintenance thereof, subject to the approval of the Board.

7. The Budget and Finance Committee shall have general management of the finances of the library, subject to the approval of the Board, and shall have the responsibility of presenting an annual budget proposal to the Board.

8. The Long-Range Planning Committee shall periodically review and update the library's long-range plan, including building, finance, program and mission.

9. The Nominating Committee shall present the full slate of officers to the Board for the Board's approval at the annual meeting in June.

E. LIBRARY DIRECTOR

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.

2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The Director shall have the right to speak on all matters under the discussion at Board meetings, but shall not have the right to vote thereon.

F. AMENDMENTS to the BYLAWS

After presentation of proposed changes at a previous board meeting, these by-laws may be amended at any regular meeting of the Board at which a quorum is present.

G. FREEDOM OF INFORMATION LAW

The Library will respond to all requests for information in compliance with the Freedom of Information Law (New York State Public Officers Law Article 6).

H. ROBERT'S RULES OF ORDER

Unless otherwise specified, the latest edition of ROBERT'S RULES OF ORDER will be the governing manual.