

BYLAWS FOR THE BOARD OF TRUSTEES CENTRAL SQUARE LIBRARY

NAME AND LOCATION

The corporate name of this free association library shall be the Central Square Library. It is located in the Village of Central Square, Oswego County, New York.

PURPOSES

- A. The Central Square Library is a center in the community whose purpose shall be to provide information and materials for people of all ages and to meet their recreational, educational and personal needs.
- B. The library shall provide the free loaning of print, audio and visual materials.
- C. The library shall provide on-site access to reference materials.
- D. The library shall promote literary and cultural activities for children and adults.

BOARD MEMBERSHIP

Membership is open to adults (18 years or older) residing in Oswego County, New York. Membership is accomplished by election by existing board members who shall hold office for 3 years. Members may succeed themselves, and there is no limit to the number of consecutive terms a member serves. Membership of the board shall be from 5 to 15 trustees. There are 7 voting members. A quorum shall be considered as 1 more than half the number of the current number of trustees. Public notice for potential new members will be given as needed. The treasurer is a paid position and therefore cannot vote.

Members who have three consecutive unexcused absences from meetings shall be considered uninterested and their memberships terminated. They will be given written notification of the termination.

Trustees are required to complete 2 hrs. of trustee education each year. The forms for documentation will be kept by the President of the board.

OFFICERS

The trustees shall elect each January to hold office during the calendar year running from January 1st to December 31st. A president, vice president, treasurer, secretary, and finance officer who, subject to the rules and direction of the trustees, shall have the usual powers and duties of such officers, and such as shall be specially charged upon them.

DUTIES OF OFFICERS

President: Conduct board meetings and carry out board directives. Call special meetings as required.

Vice President: In the absence of the President, the vice president shall act for the President and assist the president as required.

Secretary: Record minutes of meetings and attend to board correspondence.

Treasurer: Administer all financial matters and report monthly to the board, oversee the receipt and disbursement of library funds, and provide yearly financial statements each January. Because the treasurer is given a stipend, it is not a voting position.

Finance Officer: Oversees the monthly treasurer reports and bank statements and the yearly audit. The Finance Officer will serve on the budget committee.

MEETINGS

Regular meetings of the board of trustees shall be held at the library at 5PM on second Tuesday of each month except February. The president may omit any other regular meeting upon approval of the board. Other meetings may be called and held as provided by law. (Educ. Law Section 226, Subdivision 3).

Board members shall be notified of any special meeting by an officer of the board giving all necessary particulars.

FISCAL YEAR

The library fiscal year shall be the calendar year, January 1st through December 31st.

BUSINESS ADMINISTRATION

The business affairs of the library shall be conducted by the board of trustees. Financial activity shall be handled by the treasurer.

Library administration such as book purchasing, lending, location assistance, etc. shall be conducted by the librarian under contract with the board. The librarian shall not be a voting member of the board.

COMMITTEES

Board and ex officio committees may be appointed as needed to serve until discharged by the board.

STAFF

The board shall appoint a librarian who shall be the executive director and implementer of the policies adopted by the board.

Other library personnel, paid or volunteer, shall be appointed upon approval of the board.

AMENDMENTS

Amendments to these bylaws may be proposed in writing at any regular meeting but shall become effective only after a majority vote of the trustees at a subsequent meeting.

Amendments to the Certificate of Incorporation shall be by application to the University of the State of New York Education Department. The application shall be effective after a majority vote of the trustees.

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

Adopted October 11, 2022