

By-Laws of Dunham Public Library

1. ARTICLE I – NAME

1.1 This organization is and shall be known as the Dunham Public Library.

2. ARTICLE II – MANAGEMENT

2.1 The business and affairs of the Dunham Public Library shall be managed and conducted by a Board of Trustees that shall be five in number and elected by the voters of the Whitesboro Central School District for a term of five years, and serve without financial compensation.

2.2 The term of members of the Board of Trustees shall end on the last day of September of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board.

2.3 The members of the Dunham Public library Board of Trustees shall be at least 18 years of age and qualified voters of the Whitesboro Central School District.

2.4 The Board of Trustees shall fill vacancies, which occur, for reasons other than expiration of terms, for the balance of the unexpired term.

3. ARTICLE III – OFFICERS

3.1 The officers of the Board of Trustees shall be elected at the first meeting in October, and they shall be a President, a Vice-President, and a Secretary, elected from among the Board of Trustees.

3.2 Duties of the Officers:

- a. **President:** Shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute all documents authorized by the Board and generally perform all duties associated with the office;
- b. **Vice-President:** Shall assume and perform the duties and functions of the President in the event of the absence or disability of the President;
- c. **Secretary:** Shall ensure that a true and accurate account of all Board meetings is kept. With the approval of a majority of the Board, the Secretary may delegate this responsibility to the Library Director;
- d. The duties of all Officers shall be in compliance with any requirements of State or Federal law.

3.3 Officers shall serve a term of one year or until their successors are duly elected.

4. ARTICLE IV – MEETINGS

4.1 The regular meetings of the Board of Trustees shall be held on the second Tuesday of each month unless such meeting is rescheduled or cancelled by the Board. A minimum of ten regular meetings shall be held annually.

4.2 Written notice thereof shall be sent to all Trustees by the Director at least one week prior to such regular meeting and a public notice shall be posted in the library. Notice of regular meetings shall also be sent to the Observer Dispatch for publication.

4.3 A majority of the designated number of the Board shall constitute a quorum.

4.4 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:

- a. Roll call of members
- b. Discussion with public or employee visitors
- c. Disposition of minutes of previous meeting
- d. President's Report
- e. Financial Report

- f. Director's Report
- g. Committee Reports
- h. Communications
- i. Unfinished business
- j. New business
- k. Announcements
- l. Executive session (if needed)
- m. Adjournment

5. ARTICLE V – COMMITTEES

- 5.1 The President of the Board shall appoint all committee members as needed.
- 5.2 The President with the approval of the Board may appoint ad hoc committees. Non-board members may be appointed to committees for the purpose of providing specialized expertise.
- 5.3 All committee actions are subject to approval by a majority of the Board.

6. ARTICLE VI – DIRECTOR

- 6.1 The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.
- 6.2 It shall be the duty of the Director to attend meetings of the Board, and the Director shall have the right to speak on all matters under discussion at board meetings and offer professional advice, but shall not have the right to vote thereon. The Director shall be responsible for the performance of duties as spelled out in the job description provided by the Board.
- 6.3 The Director shall have authority to employ all professional and non-professional staff. All staff appointments are reported at the next regular Board meeting.
- 6.4 The Director shall be in charge of library personnel and is responsible for the assignment of duties, morale, service standards, and staff development. The Director shall carry out the policies and decisions of the Board as they affect both clientele and employees.
- 6.5 The Director shall be responsible for the complete discharge of duties imposed upon him/her by law or by the regulations of the Board of Trustees.
- 6.6 The Director shall be the liaison between the staff and the Board.

7. ARTICLE VIII – AMENDMENTS

- 7.1 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 at least one week prior to the meeting.

Amended and Revised by Dunham Public Library Board of Trustees 01.13.15.