

# **BY-LAWS OF THE MARLBORO FREE LIBRARY**

## **Article I – NAME – PLACE – OBJECT**

- A. The official name of the library shall be the Marlboro Central School District Public Library. It shall generally be known as the Marlboro Free Library. It shall be operated under the provisions in the Charter # 15091 granted by the Regents of the University of the State of New York on September 26, 1975, and exercise the powers and authority and assume the responsibilities delegated to it under said Charter.**
  
- B. It shall be located in the village of Marlboro in the Marlboro Central School District, County of Ulster, State of New York.**
  
- C. Its object shall be to provide complete library services for public use.**

## **Article II – THE BOARD OF TRUSTEES**

- A. The number of Trustees shall be five (5).**
  
- B. Trustees shall be elected by the qualified voters of the Marlboro Central School District annually in the rotation of the terms of service.**
  
- C. The term of office of each trustee shall be for five (5) years, the year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>, and shall be limited to two consecutive full terms or ten consecutive years.**
  
- D. Candidates eligible to run for election to the Board of Trustees shall file with the District Clerk, a petition signed by at least twenty-five (25) qualified voters of the District.**
  
- E. Vacancies which occur for reasons other than expiration of term may be filled by Board appointment, or left vacant until the next annual meeting election.**
  
- F. Following Marlboro Central School District requirements, Board candidates must meet the following qualifications:**
  - 1) A citizen of the United States;**
  - 2) Eighteen (18) years of age or older;**
  - 3) Able to read and write;**

- 4) A legal resident of the District for a continuous and uninterrupted period of at least one (1) year prior to the election;
- 5) Cannot be an employee of the Marlboro Free Library;
- 6) Only one member of a household can serve on the Marlboro Free Library Board at the same time;
- 7) May not simultaneously hold another, incompatible public office;
- 8) Must not have been removed from a library district office within one (1) year preceding the date of appointment or election to the Board.

#### BOARD APPOINTMENT PROCEDURE

1. Any candidate who ran in the most recent Board election, and was not elected will be interviewed if a vacancy occurs during the year.
2. The Board will place a notice in the official newspapers stating that a vacancy exists.
3. A brief resume will be requested and a statement clarifying the candidate's reasons for seeking an appointment.

Any trustee who shall fail to attend three (3) consecutive regular board meetings of the Board shall be deemed to have resigned unless reasonable cause is shown and accepted by the Board. Such vacancy shall be filled by the Board of Trustees at the next regular meeting.

#### G. The duties of the Trustee shall be:

1. To oversee the general management of the Library and its property.
2. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; plan and carry out the Library program.
3. Provide suitable rooms, furniture and equipment.
4. Determine the purposes of the Library, and secure adequate funds to carry on the Library's program.
5. Prepare, adopt and submit an annual budget to the qualified voters of the district at the Annual Meeting.

6. Determine and adopt written polices to govern the operation and program of the Library.
7. Appoint and fix the salary of a competent Library Director, and other Library personnel and custodial staff.
8. Set the date and place for the election of Library Trustees.
9. Establish, support and participate in a planned public relations program.
10. Make by-laws.
11. Appoint needed committees.
12. Represent the Library when needed.
13. Have other powers and duties as prescribed for Trustees of public libraries by State Law, School District Ordinances, and by the Mid-Hudson Library System.
14. Attend all Board Meetings, and see that accurate records are kept on file at the Library.
15. Know local and state laws; actively support library legislation in the state and nation.
16. Establish among the Library policies those dealing with book and material selection.
17. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
18. Be aware of the services of the New York State Library.
19. Report regularly to the general public and file System, State and Federal Reports as requested.

### Article III – OFFICERS

- A. The officers of the Board shall be a President, a Vice-President and a Secretary.
- B. The President, Vice-President, and Secretary shall be elected at the July Reorganization Meeting.
- C. The term of office of the President, Vice President and Secretary shall be for one year and not more than three consecutive years in each case.
- D. It shall be the duty of the President to:
  - 1. Preside over all meetings.
  - 2. See that the officers and members of committees perform their duties.
  - 3. Appoint all committees.
  - 4. Execute all official correspondence of the Board.
  - 5. Be an ex-officio voting member of all committees.
  - 6. Present a report of conditions at the Annual Meeting to the voters of the District with a review of work done and recommendations for the future.
  - 7. Call Special Meetings as required.
  - 8. See that the Library is represented at meetings when needed.
  - 9. Conduct the Library Director's annual performance evaluation.
  - 10. Meet regularly with the Library Director.
  - 11. Execute all documents authorized by the Board.

**E. It shall be the duty of the Vice President to:**

- 1. Assist the President.**
- 2. Assume and perform the duties of the President in the event of the absence or disability of the President.**

**F. It shall be the duty of the Secretary to:**

- 1. Keep the minutes of Board Meetings in the absence of the Recording Secretary.**
- 2. Notify the members of the Board of Special Meeting Dates.**
- 3. Execute all personal correspondence of the Board.**

#### **Article IV – FINANCIAL MANAGEMENT**

**A. The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> inclusive.**

**B. The accounting and disbursing of the general operating fund, distinct and apart from the capital funds, shall be administered by the School District Public Library Treasurer, who is annually appointed by the Board of Trustees at the July Reorganization Meeting.**

**C. It shall be the duty of the accountant and disburser to:**

- 1. Receive and keep account of all general funds.**
- 2. Pay all bills approved by the Board.**
- 3. Report receipts, expenditures and balances at each monthly Board Meeting.**
- 4. Submit a yearly report to the voters at the Annual School District Library Meeting.**
- 5. Furnish any financial information as requested by the Board for any Federal, State or other agency.**

## Article V – LIBRARY DIRECTOR

- A. The Board shall appoint 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. The Library Director works directly with the Board and its committees through the Board President.
  
- B. The duties of the Library Director shall be to:
  1. Carry out the policies of the Library as adopted by the Board.
  2. Act as a technical advisor to the Board; recommend needed polices for Board action.
  3. Recommend employment of all personnel and supervise their work.
  4. Suggest and carry out plans for extending Library service.
  5. Prepare regular reports embodying the Library's current progress and future needs.
  6. Cooperate with the Board to plan and carry out the Library program.
  7. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
  8. Select and order all books and other Library materials.
  9. Maintain an active program of public relations.
  10. Attend all Board Meetings including Executive Sessions other than those in which his/her own salary or tenure is under discussion.
  11. Know local and state laws and actively support library legislation in the state and the nation.
  12. Affiliate with the state and national professional organizations and attend professional meetings and workshops.

13. Make use of the services and consultants of the Mid-Hudson Library System.
14. Report regularly to the Library Board and the general public.
15. Perform other duties as detailed in the Job Description for Library Director.

#### Article VI – MEETINGS

- A. Regular meetings shall be held in the Library at 7:00 p.m. on the first Monday of each month.
- B. The Annual Reorganization Meeting of the Board of Trustees must be held on the first Tuesday in July, according to State Law, unless it is a legal holiday, in which case the meeting will be held on the first Wednesday in July. The Board may, however, by resolution, determine that the meeting be held at any time during the first fifteen (15) days of July.
- C. Special Meetings may be called at the request of the President, Vice-President, or at the request of three (3) members of the Board.
- D. A majority of the full Board is necessary for a quorum. A majority is three (3) members.
- E. The Marlboro Free Library Board of Trustees authorizes remote attendance at Board Meetings under extraordinary circumstances, as per Chapter 56 of the New York State Laws of 2022, where extraordinary circumstances include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the Board Member's or Library Director/representative's physical attendance at such meeting.

#### Article VII – COMMITTEES

Standing Committees of the Board shall be:

1. Finance
2. Personnel
3. Policy Manual
4. Friends of the Library
5. Building & Grounds
6. Automation

7. Planning
8. Nominating

The President may appoint such other committees as the business of the Board may require from time to time. Each committee shall consist of no more than two Board Members and may include non-Board members. Committee chairpersons shall be appointed by the President at the Annual Reorganization Meeting, with the exception of the Nominating Committee Chairperson, who will be appointed prior to the regular June meeting.

A. It shall be the duty of the Finance Committee to:

1. Have general supervision over the financial affairs of the Library and make policy recommendations to the Board concerning investment of funds received.
2. Have supervision over the Capital Fund as well as Special Fund Accounts of the Library.
3. Act as signatory for all transactions related to the Capital Fund and Special Accounts of the Library.
4. Review annual budget with the Library Director.
5. Assure that a comprehensive and current inventory of the fixed assets of the Library is maintained.
6. Present a financial report each month to the Board.
7. Assure that a rotation of individual Board Members to review the Bill Schedule (as presented by the Library Director) is prepared.
8. Be available for consultation with the School District Library Treasurer.

B. It shall be the duty of the Personnel Committee to:

1. Review in conjunction with the Library Director:
  - a. Job Descriptions for all Library employees.
  - b. Employee Benefits.
  - c. Annual work evaluations of individual staff members.
2. Outline procedures for salary negotiations between the Board of Trustees and the Library staff.
3. Act as a channel of communication between the Board of Trustees and the Library Staff when:
  - a. When the Library Director wishes additional input or clarification before making a decision.
  - b. When a staff member wishes to appeal a decision made by the Library Director.

C. It shall be the duty of the Policy Manual Committee to:

1. To review periodically with the Library Director the established policies of the Library.
  2. To submit to the Board suggested additions, deletions and changes necessary or appropriate.
- D. It shall be the duty of the Friends of the Library Committee to act as a liaison between the Board of Trustees and the Friends of the Marlboro Free Library.
- E. It shall be the duty of the Building & Grounds Committee to:
1. Periodically inspect the physical plant and property of the Library.
  2. Meet regularly with the Library Director.
  3. Report to the Board, when appropriate, recommendations concerning the building and/or grounds.
- F. It shall be the duty of the Automation Committee to act as a liaison between the Library Director and the Board of Trustees.
- G. It shall be the duty of the Planning Committee to:
1. Develop long-range goals for the Library.
  2. Periodically present an updated report to the Board of Trustees.
- H. It shall be the duty of the Nominating Committee to:
1. Canvas all current trustees and any Trustees-Elect after the Annual Meeting/Budget Vote/Trustee Election and prior to the July Annual Reorganization Meeting.
  2. Propose a slate of officers at the Annual Reorganization Meeting.

#### Article VIII – AMENDMENTS

Amendments to the Marlboro Free Library By-laws and/or Policy Manual shall be voted upon at two consecutive regularly scheduled monthly meetings of the Board of Trustees.

- A. By-law revisions require a 2/3 vote.
- B. Policy Manual revisions require a majority vote.

#### Article IX – PARLIMENTARY AUTHORITY

Robert's Rules of Order, the latest revised edition, shall govern procedures of the Board of Trustees.