



HEPBURN
LIBRARY OF NORFOLK

BYLAWS OF THE HEPBURN LIBRARY OF NORFOLK

Adopted November 18th, 2020

1. NAME AND AUTHORITY

The Hepburn Library of Norfolk was chartered by the New York State Education Department by virtue of the provisions in absolute charter #2941 on January 1, 1921. The name of this board is the Board of Trustees of the Hepburn Library of Norfolk.

2. MEMBERSHIP

The business and affairs of the Hepburn Library of Norfolk shall be managed and conducted by a Board of Trustees that shall be six in number, appointed for a term of five years. Each Trustee is nominated by the Town Supervisor.

2.1 Term of Office

The term of a Member is five years. Members of The Board may not serve more than two consecutive terms. Having served two terms, a trustee may be returned to office after an absence from the Board of at least one year. The term shall end on December 31, of the fifth year following appointment unless the trustee shall have resigned, or otherwise terminated membership on the board. Vacancies which occur for reasons other than expiration of term shall be filled by appointment of the Library Board of Trustees, to cover the remainder of that term only (found under Education Law Article 10, sections 226.)

3. MEETINGS

Regular meetings of The Board are scheduled on the third Wednesday of each month at 4:00 p.m. in the Library. The date and time may be changed by the President in order to ensure a quorum or to meet special situations. Public notice is given of every meeting of The Board.

3.1 Special Meetings.

Special meetings of The Board may be called by the President of The Board or upon written request by two or more Members of The Board. Notice of the time and place of a special meeting shall be telephoned to each Member at his or her usual place of business or residence at least forty-eight hours prior to the time of the meeting.

3.2 Open Meetings.

All meetings of The Board, except executive sessions, are subject to the New York State Open Meeting Law, Article 7, Section 103 and are open to the public.

3.3 Quorum.

A quorum of the Board constitute of the majority of the entire board. When a quorum is present at any meeting, the vote of a plurality of the Members having voting power shall decide any question brought before such meeting.

3.4 Rules of Order.

The latest revision of Robert's Rules of Order governs the conduct of all Board meetings

3.5 Attendance at Meetings.

Any Board member who fails to attend three consecutive meetings without excuse shall be deemed to have resigned. (NY State Education Law 226.4)

4. OFFICERS

Officers of The Board are President, Vice-President, Secretary, and Treasurer.

4.1 Election of Officers.

The Officers shall be chosen annually at the regular January meeting by majority vote. These officers shall serve for a period of one year or until their successors have been duly elected.

4.2 Duties of President.

The President presides at all Board meetings and appoints committees of The Board.

4.3 Duties of Vice-President.

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

4.4 Duties of Secretary.

The Secretary signs all documents requiring the Secretary's signature. Board minutes are recorded during the monthly board meeting and are approved monthly by The Board.

4.5 Duties of Treasurer.

The Treasurer, monitors the budget, financial records, reports, audits, and investments.

5. COMMITTEES.

Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and Personnel Committee.

6. FINANCES.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of The Library's finances, and invests The Library's funds in accordance with New York State law and regulations.

7 LIBRARY DIRECTOR

The Board shall select, appoint and evaluate a properly certified and competent library director, and determine the compensation of all library employees. The board shall appoint a Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction.

7.1 Duties of Director.

The Director is responsible for the administration and management of The Library. The Director recruits, selects, hires, supervises, evaluates and terminates library staff. The Director oversees the staff training program, and recommends improvements in staffing, organization, salaries and benefits to the library board.

The Director shall attend all meetings of the Board and all committee meetings.

7.2 Policy.

The Director implements all policies adopted by The Board, reports monthly to The Board, advises The Board, and recommends policies to The Board.

8. ORDER OF BUSINESS

The order of business at the regular meetings shall be as follows:

1. Roll call of Members
2. Approval of minutes of last meeting
3. Discussion with public or employee visitors
4. communications
5. Report of Director
6. Financials and Bookkeepers reports
7. Old Business
8. New Business
9. Time and place of next meeting
10. Adjournment

This order of business may be changed at any meeting by a vote of the majority of the members of the Board present. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

9. AMENDMENTS

These by-laws may be amended by a plurality vote of the Members of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of The Board.