

ORGANIZATION AND BY-LAWS

Article 1 – NAME

1. This organization is and shall be known as the Voorheesville Central School District Public Library, existing by virtue of the provisions in the Absolute Charter Number 5773 granted by the Regents of the University of the State of New York on July 15, 1949, and exercising the powers and authority and assuming the responsibilities delegated to it under the said Charter.

Article II – MANAGEMENT

1. The business and affairs of the Voorheesville Central School District Library shall be managed and conducted by the Board of Trustees that shall be five in number, elected by the voters of the Voorheesville Central School District for a term of five years.
2. The terms of individual trustees shall end on June 30 of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board. Effective with the election of May, 1984, tenure of new members of the Board shall be limited to two consecutive full terms of five years each. Incumbent Board members as of May 9, 1984 may serve one additional consecutive five year term beyond the term currently being served.
3. Vacancies which occur for reasons other than expiration of term shall be filled by appointment of a trustee by the Board for the balance of the fiscal year in which the vacancy occurs. At the next annual election the position shall be filled for the balance of the five year term. Any trustee who shall fail to attend three consecutive regular meetings of the Board shall be deemed to have resigned as a trustee except of such absences have been for good cause. Action to fill the vacancy shall be taken at the next regular meeting of the Board.

Article III – OFFICERS

1. A slate of officers shall decide on at the first meeting of each year. They shall be elected at the second regular meeting of each year and they shall be President and Vice President elected from among the Board of Trustees. At this meeting the Board of Trustees shall appoint a Financial Officer and Treasurer. The Director of the Library shall serve as Clerk/Secretary.

2. The President and Vice President shall serve a term of one year from the meeting at which they are elected. Tenure of President of the Board shall be limited to two consecutive terms of one year each. A trustee who has served two full terms as President may again serve in that office after the lapse of one full year.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office. The President may not serve as any other officer during this term.
4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume the duties and functions of the President, and generally perform all duties associated with that office.
5. The Financial Officer shall be a Trustee who the Board deems to have the ability to perform financial review and reporting as specified in Board Policy, and generally perform all duties associated with that office.
6. Treasurer shall answer directly to the Board and who will oversee the financial operation of the library as specified in Board Policy, and generally perform all duties associated with that office.
7. The Director of the Library shall act as the Clerk/Secretary for the Board and shall perform such duties as are generally associated with that office. These duties shall include acting as a disbursing officer for the Board; maintaining appropriate budget management and expenditure controls; keeping true and accurate records of all Board meetings and issuing notices of all regular and special meetings.

Article IV – MEETINGS

1. The regular meetings of the Board shall be held based on the schedule determined by the board. Written notice thereof shall be sent to all trustees by the Secretary at least one week prior to such regular meeting, and a public notice shall be posted on the library bulletin board.
2. Special meetings may be called by the Secretary at the discretion of the President, or at the request of one of the trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board. In the absence of a quorum, the trustees present may adjourn the meeting to a date determined, and written notice thereof sent to all trustees.
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 visitors, public or employees
 - c. Disposition of minutes of previous meeting
 - d. Treasurer's Report
 - e. Action of bills received

- f. Report of the Director
- g. Committee Reports
- h. Communications
- i. Old Business
- j. New Business
- k. Announcements and adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but may not vote on any questions.

Article V – COMMITTEES

1. The President shall appoint such committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon the completion of the term of office of the President.
2. All committees shall make a progress report to the Board at each of the Board's meeting. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

Article VI – DIRECTOR

1. The Board shall appoint a qualified Director of the Library who shall be the administrative officer of the Library on behalf of the Board and under its review and direction.
2. The Director shall recommend to the Board the appointment and specify in writing the duties of the Library employees and no appointments, promotions, or dismissals shall be made without this recommendation.
3. The Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board, provided that such appointments are reported and approved at the next Board meeting.
4. The Director is responsible for the proper direction and supervision of the Library staff, for the care and maintenance of Library property, for an adequate and proper selection of books and other media in keeping with the stated policy of the Board, for the efficiency of service to the public, and for the operation within the approved budget appropriation.

Article VII – AMENDMENTS

1. The Board may amend these by-laws by a majority vote of all members, provided written or electronic notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

Approved by the Board of Trustees

Amended: March 4, 2019

Motion by: Janna Shillinglaw
Second: Bryan Richmond
POL/Org&By

3/89

M(FV) S(JB) P: TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE MI-1 FOR USE BY MISCELLANEOUS LOCAL GOVERNMENTS AND TO APPOINT THE DIRECTOR, MRS. SACCO, THE DESIGNATED RECORDS MANAGER.

8/90

M(STE) S(ED)P: TO HAVE THE PRESIDENT OF THE LIBRARY BOARD ALWAYS BE THE CO-SIGNER OF THE ANNUAL REPORT.

It is the practice of the Director to appoint an acting Director during times that she is away from the Library for an extended period (e.g. vacations) and for unexpected absences. As of July 1996, Suzanne Fisher, the Adult Service Librarian is designated as the Interim Director when the Director is called away from the Library. In this role, she is authorized to make any decisions she finds necessary to ensure smooth Library operations. If Ms. Fisher is unavailable, then authority would be transferred to Lorraine Smi, the Inter-Library Loan Librarian. During evenings and weekends, the Reference Librarian on duty is responsible for the Library. In an emergency, please consult the procedures which are kept at both reference desks and in the gray notebook at the circulation desk. Presented at the September 16, 1996 Board Meeting

Gail Alter Sacco