

# **Cohocton Public Library Board of Trustees By-Laws**

## **Article I - Officers**

1. The term of office of Trustees shall be five years.
2. A Trustee may serve an unlimited number of terms

## **Article II - Officers**

1. The officers of the Board shall be President, Vice-President, Secretary, and Treasurer. The term of office for these officers shall be one year.
2. A nominating committee shall be appointed by the President two months prior to the end of the library year (January 1 to December 31). The President shall first ask the current officers if they wish to continue their office.
3. Officers shall be elected at the first regular meeting of the library year by a majority vote of the Board of Trustees. This vote will take place during the annual meeting.
4. All officers shall have the usual powers associated with their office (or their duties may be specifically noted in the by-laws).
5. The Board Treasurer will present any reports or forms from the accountant or bookkeeper to be entered into the Board meeting minutes. The Board Treasurer will be responsible for comparing the bank statements/notices with the above reports. The Board Treasurer's name/signature will be on the library's bank accounts and investments.

## **Article III - Meetings**

1. Regular meetings shall be held each month, at dates and times established by the Board at the beginning of the library year and shall be open to the public except when individual personnel issues are being discussed. The Board President or two Board members may cancel a meeting due to scheduling conflicts or absence of a quorum. Board members will be notified and a notice posted on the library door.
2. Regular meetings shall be held in the library or any other place designated by the Board President. The change will be posted on the library door and Board members notified at least one week prior to the meeting.
3. Trustees wishing to vote on changes to the by-laws may do so in person or, if unavailable, by letter. The letter must include the by-law, the vote and signature of the Board member, and be received before the scheduled Board meeting and vote.
4. A majority of the designated number of members of the Board of half the current members of the Board shall constitute a quorum.
5. The order of business shall be as follows;
  - a. Roll call
  - b. Treasurer's report
  - c. Review of previous meeting minutes

- d. Director's report
  - e. Correspondence and communications
  - f. Report of special committees
  - g. Report of standing committees
  - h. Unfinished business
  - i. New business
  - j. Nominations and elections, if any
  - k. Voting, if necessary
  - l. Adjournment
6. Proposed amendments and policies shall become effective when approved by the Board of Trustees.
  7. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.

#### **Article IV - Committees**

1. The following shall be standing committees
  - a. Public relations
  - b. Personnel
  - c. Buildings
  - d. Budget and finance
2. The President of the Board shall appoint all committee members.
3. Ad Hoc committees may be appointed by the President with approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.
4. All committee actions are subject to approval of the Board.

#### **Article V - Library Director**

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library,
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The Director shall have the right to speak on all matters under discussion by the Board, but shall not have the right to vote thereon.

#### **Article VI - Amendments**

1. These by-laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of

the meeting at which it is to be considered. Any changes will be presented in writing to each Trustee and, if a Trustee is absent at that meeting, then mailed to said Trustee before the next Board meeting.

#### **Article VII - Dissolution Provision**

1. In the event of dissolution, all of the remaining assets of the organization shall, after necessary expenses thereof, be distributed exclusively for the purposes of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes, and shall at the time qualify as an exempt organization(s) under section 501(c)3 of the Internal Revenue Code of 1986, or any future federal tax code, as the governing body of the organization shall determine.

Approved by the Cohocton Public Library Board of Trustees on July 17, 2023.