

# Mount Morris Library

121 Main Street

Mount Morris, NY 14510

## By-Laws of the Mount Morris Library

### **Mission Statement**

- The Mount Morris Library exists to provide quality service to the residents of Mount Morris and Leicester in an open and non-judgmental environment with free access to library materials in a variety of formats.

### **Board of Trustees**

- The library shall be governed by a Board of Trustees. The Board shall consist of seven (7) members, elected for terms of three (3) years each.
- The number of successive terms shall be unlimited.
- Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
- Absence from three (3) consecutive meetings, without notifying the President, shall constitute automatic dismissal from the Board.
- Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
- The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purposes as provided in Education Law 226; subdivision 8.
- Each Trustee shall have one vote, irrespective of office held.
- Trustees must be present at a meeting to have their vote counted.
- A majority of the whole Board (including vacancies) is required for any motion to pass.
- All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of the office shall exercise any individual, command the services of any library employee.

## **Officers**

- The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer.
- Officers shall be elected annually by the Board at the Annual Meeting by a majority vote of the Board, at which time committee membership will be assigned.
- All officers shall have the usual powers associated with the elected office.

## **Director**

- The Board shall appoint a Director who shall be the chief executive officer of the library and shall have charge of the administration of the library under the direction and review of the Board. The Board will annually review the Director's performance during the month of hire.
- The Director shall be responsible for the care of the buildings and equipment; for the employment and directions of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
- The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.
- The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

## **Committees**

- The following will be standing committees: Program, Personnel, Building, and Budget and Finance.
- The slate of committee members shall be presented and voted on by the Board at the Annual Meeting.
- Ad-Hoc committees may be appointed by the President, with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Committees.
- All committee actions are subject to approval by a majority of the Board.

## Meetings

- Meetings shall be held monthly if necessary. The date and hour to be set by the Board, unless a decision to cancel a monthly meeting is made by the Board.
- Written notice of the meetings shall be emailed by the President to each member at least two (2) days before the meeting.
- A special meeting of the Board may be called at any time by the President or upon the request of three (3) members for a specific purpose. No business may be transacted at such a special meeting except the stated business.
- The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- The preliminary budget for the subsequent calendar year shall be presented for approval in December. The final budget will be voted on in January.
- A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass.
- 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 unless circumstances make an altered order more efficient:
  - Meeting called to order
  - Public comment
  - Approval of previous meeting minutes
  - Financial report
  - Library Director's report
  - Correspondence (if any)
  - Presentations (if any)
  - Old business
  - New business
  - Committee reports
  - Executive Session (if needed)
  - Adjournment
- 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.

## **Amendments**

- 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 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.

*Adopted and Approved by the Mount Morris Board of Trustees: December 12, 2022*

