

By-laws

Mission Statement

Our mission is to provide resources and activities for our community that entertain, educate, engage, inform and inspire.

1. Name of the Organization

The name of the organization shall be the Prattsburg Free Library. The name of this Board is the “Board of Trustees of the Prattsburg Free Library”, hereinafter referred to as “The Board.” The Prattsburg Free Library, hereinafter referred to as “The Library.” The geographical boundary of the Library and taxed library district is the the same as Prattsburgh Central School District.

2. Purpose

The purpose of the organization is to provide library service to residents of all ages of the Prattsburgh Central School District.

3. Fiscal Year

The fiscal year of the library shall be from January 1 through December 31.

4. Board of Trustees

The Library shall be governed by a Board of Trustees. The Board shall consist of not less than 5 members. The term of office of trustees will be three (3) years with staggered terms. A trustee may serve an unlimited number of terms.

Each trustee shall have one vote, irrespective of office held.

Prospective board members may be nominated by any board member, acting on his or her own accord or on behalf of the Library Director, a staff member or the prospective board member. Approval requires a simple majority of the Board on a motion made at any regular or special meeting of the Board.

All members of The Board have a fiduciary responsibility to The Library. Whenever there is a conflict of interest, the affected Board member will recuse herself/himself from any vote regarding the respective issue. Use of Board position for personal gain is prohibited. Violation of any of these requirements could be considered grounds for dismissal from The Board.

Ethical infractions or criminal behaviors whether related to one’s position on The Board or not, are grounds for dismissal from The Board.

Automatic dismissal of Board member: two consecutive, unexcused, missed regular meetings will result in removal from The Board. Any three unexcused, missed regular meetings in a twelve month period will result in removal from The Board. Meetings missed where prior notice was given will be considered excused absences.

A temporary leave of absence may be granted any member of The Board with a simple majority vote.

5. Officers

The officers of the Board shall be a president, a vice president, secretary and treasurer. The duties of such officers shall be:

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 an ex-officio voting member of all committees, and generally perform all duties associated with that office.

The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such as are generally associated with that office.

The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

6. Director

The Board shall appoint a qualified library director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff; for the efficiency of the library's 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.

7. Committees

Committees for specific purposes may be appointed by the president with the approval of the Board. Such committees shall serve until the completion of the work for which they were appointed. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee. All committees shall make a progress report to the Board at each of its meetings. All committees will advise or make proposals to the Board.

8. Meetings

Regular meetings shall be held each month at dates and times to be established by the Board. Meetings shall be open to the public except when individual personnel issues are being discussed. All meetings will be held in accordance with the Open Meetings Law of the State of New York.

Special meetings shall be held at the call of the President or upon request of three members for a specific purpose. No business may be transacted at such special meetings except for the stated business.

A meeting date may be changed with a two-thirds vote of The Board.

The Annual Meeting shall be held in July of each year. The business transacted at this meeting could include but is not limited to the election of new trustees and new officers. Dates for the year's meetings will also be established at the Annual Meeting. The operating and financial reports for the previous year shall be presented at the regular meeting in January. The preliminary budget for the subsequent calendar year shall be presented at the regular meeting in June. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in September.

A simple majority of the existing Board shall constitute a quorum for the conducting of business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.

E-mail voting may be used if there are time constraints on important issues. The results will be duly noted in the Minutes of the next regularly held Board Meeting.

9. Amendments

These by-laws may be repealed, amended, or added to by a two-thirds 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.

10. Review

These by-laws are to be reviewed no less than every two years.

11. Procedures

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

Approved by and adopted by the Prattsburg Free Library Board of Trustees, dated 01/08/2020