

BYLAWS OF THE CATSKILL PUBLIC LIBRARY

Members and Officers:

1. The Board of Trustees shall consist of six (6) members elected by the Catskill Central School District Board of Education.
2. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the Catskill Central School District.
3. The term of office of each member shall be three (3) years, except each trustee's term shall be extended beyond that term until a replacement trustee has been elected.
4. The Trustees shall elect among themselves a president, vice-president, secretary and treasurer. The term of office for all officers is one year - from July 1 to June 30.
5. The officers shall be elected at an organizational meeting preceding the regular meeting in July. The retiring officers shall remain in office to June 30.

Meetings:

1. Regular meetings shall be held on the third Wednesday of each month at 7:00 PM in the library, unless otherwise rescheduled in advance.
2. The location of Regular meetings are posted on the Library website and in each building. Generally, during the course of the calendar year, nine (9) meetings are held in the Franklin St. building, and three (3) meetings are held in the Palenville Branch.
3. Special meetings may be held at any time at the call of the president or secretary or at the request of any two members of the Board, with at least 24 hours of advance notice.
4. A quorum at any meeting shall consist of a majority of the Board. If a quorum is not present at a Regular meeting, the attending members may set a date for a Special meeting to be held within one week, and the presiding officer shall notify the absent members of this Special meeting. Alternatively, all business may be carried over to the next Regular meeting.
5. Emergency meetings may be convened by any Trustee when circumstances dictate. In such cases, the Trustee calling the meeting shall use reasonable means to invite other Trustees to the meeting and may consult with absent Trustees by electronic means. Action(s) taken by less than a quorum of Trustees in Emergency meetings shall require ratification by the Board at the next Regular or Special meeting.
6. A notice of monthly meetings stating time, place, and purpose shall be posted conspicuously within each library and on the website at least three (3) days prior to the meeting.
7. Guidelines for attendance of any meeting remotely are found in the policy "Committee on Open Government", as established in *Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year*
8. The preliminary budget for the subsequent calendar year, required for submission to District voters, shall be presented during the March Regular meeting.
9. The final budget for the subsequent calendar year shall be presented for vote during the April Regular meeting, or sooner, dependent upon the District calendar.
10. The Trustees shall appoint a Recording Secretary to record meeting minutes and assist in the presentation of reports at each meeting.

11. The order of business at all Regular meetings shall be as follows:

- Call to order
- Approval of prior Meeting Minutes
- Finance Report (receipts, disbursements with projected cash flow)
- Director and Department(s) Reports
- Old Business
- New Business
- Special Reports / Committee Reports
- Public Comment - The president may, at his or her discretion, extend or limit this time allotment.
- Date and place of next meeting
- Adjournment

Committees:

The president shall appoint any committee deemed necessary by the Board. Each Committee shall serve until their appointed work is completed and submit a progress report to the Board at each monthly meeting.

Duties of Trustees:

1. Accept voluntarily their elections (or appointments) and obligations pertaining thereto
2. Members are expected to appoint a competent and qualified Library Director and conduct an annual evaluation of the Library Director.
3. Formulate and adopt written policies to govern the operation and program of the library
4. Secure adequate funds to carry out the program of the library
5. Keep abreast of national and state library standards in relation to the needs of the library and of the community
6. Maintain good public relations with the community and the local government
7. Act on the annual budget submitted by the Library Director
8. Understand the functions and qualifications of the staff at its different levels. Support the Library Director in finding and appointing a staff of high quality, and establish an adequate salary scale
9. Members are expected to attend all Board meetings. Absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the board. If the dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
10. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in *Education Law 226; subdivision 8*.
11. 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.
12. Attend regional, state, national trustees meetings and workshops, and affiliate with appropriate professional organizations, to meet the minimum standard of education and training as established by NY State Ed

13. Deal with petitions, suggestions and complaints which are presented in writing by the public or which are transmitted by the Library Director from the staff
14. Be aware of state and national library legislation

Duties of the Library Director:

1. Acts as technical adviser to the Board
2. Is responsible for the administration of the library under the general policies approved by the Board
3. Recommends needed policies for Board action and carries out the policies adopted
4. Organizes units of service, employs staff members for established positions, assigns responsibilities, and supervises the work of the staff
5. Is responsible for adopting and implementing an annual evaluation process for library staff
6. Keeps abreast of state and national library standards in relation to the library's current conditions and future needs
7. Maintains an active program of public relations
8. Prepares an annual budget of the library for action by the Board
9. Ensures that expenditures are in line with budgeted items
10. Prepares an adequate salary scale for action by the Board
11. Attends all Board meetings other than the portion in which her or his own salary or tenure is under discussion
12. Affiliates with state and national professional organizations and attends professional meetings
13. Prepares regular reports to the Board about the activities of the library
14. Selects books and other materials adequate to the needs of the public
15. Looks after the building and equipment of the library
16. Receive gifts of books and other materials
17. Keeps all records of the library

Amendments:

Amendments to the above Bylaws may be proposed at any regular meeting but shall become effective only after a favorable vote at a subsequent meeting.

Procedures:

1. All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.
2. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (2/3) of the members of the Board shall be present and two-thirds (2/3) of those present shall so approve.

Resolution: To accept these proposed Bylaws at the regularly scheduled meeting of the Board of Trustees on May 18, 2022. This policy is scheduled to be adopted during the June 15, 2022 Library Board meeting.

Resolution: To adopt Bylaws Policy at the regularly scheduled meeting of the Board of Trustees on June 15, 2022.