

BYLAWS OF THE CATSKILL PUBLIC LIBRARY

NAME OF ORGANIZATION

The name of the organization is the Catskill Public Library (the “Library”).

PURPOSE

The purpose of the Library is to fulfill its mission and to provide superior library service to the residents, adults and children, of the communities in the Town of Catskill, NY.

FISCAL YEAR

The fiscal year of the Library is the Calendar Year.

BOARD OF TRUSTEES

In accordance with its charter, The Library is governed by a Board of Trustees consisting of six Trustees, as follows:

- The Catskill Board of Education shall elect Trustees for overlapping terms of three years each.
- The Board may nominate candidates for election by the Board of Education following a procedure it adopts from time to time.
- Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Trustee in writing that they are no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Trustee in writing the conditions of this deferral.
- The Board shall fill any vacancy by special election for the remainder of the term of the vacant position.
- 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.
- Each Trustee shall have one vote, irrespective of office held.
- All Board actions shall be of the Board as a unit. No Trustee shall act on behalf of the Board on any matter without prior approval of the Board.
- No Trustee by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

OFFICERS

At an annual organizational meeting, Trustees shall elect officers including the President,

Vice President, Secretary and Treasurer. These officers shall serve for a period of one year or until their successors shall have been duly elected. The duties of the officers shall be as follows:

- 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* 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 as needed, and shall perform such other duties as are generally associated with that office. The Secretary or presiding officer at any meeting may designate another person to serve as recording secretary to take notes for the Secretary's later use in maintaining records.
- 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, those duties shall be performed by such other Trustees as the Board may designate.

MEETINGS

The Board shall hold meetings as follows:

- The Board shall conduct meetings in accordance with these Bylaws and the New York State Open Meetings Law.
- The President and Secretary shall ensure the Director and staff provide reasonable advance notice of each meeting to the public and Trustees, including making the agenda and documents available for review, in accordance with the Open Meetings Law.
- The Board shall hold an annual organizational meeting in June of each year. The business transacted at this meeting shall include the nomination of new Trustees and election of new officers.
- The Board shall hold at least six regular meetings each year, at the same time and day of the month when possible, at either Library location. The Board may transact any business at regular meetings. Each January the Director and the Treasurer shall present operating and financial reports for the previous year. In March they shall present a preliminary budget for the subsequent year, and in April the final budget (to be submitted for approval by voters). The Board may consider revised operating budgets quarterly.

- The President, *sua sponte* or at the request of three Trustees, may call a special meeting at any time for specific purposes. No other business may be transacted at special meetings. Such reasonable advance notice as is possible under the circumstance shall be given for special meetings.
- A simple majority of the existing Board shall constitute a quorum to conduct all business. Action may be taken by a majority of the Trustees constituting such a quorum if approved by at least three Trustees. If a quorum is not present at a regular meeting, those members present may reschedule the meeting for another date following reasonable notice. Alternatively, all business may be carried over to the next regular meeting.
- 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. Action taken by fewer than a quorum of Trustees in emergency meetings shall require ratification by the Board at the next regular or special meeting.
- All Board meetings shall be open to the public except when the Board enters executive session. The Board may make meetings available remotely through electronic means as provided in the Open Meetings Law. Trustees may participate remotely in meetings to the full extent allowed from time to time by the Open Meetings Law, and in particular in emergency situations including: a) sickness or temporary disability; b) child care emergencies; c) unexpected transportation delays; d) unexpected demands from employment; e) unsafe travel conditions;
- The President may conduct meetings informally, but in the event of disagreement or when these bylaws do not specify procedures for conduct of meetings, the President may require the use of Robert's Rules of Order to govern the conduct of meetings.
- Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

AGENDA

The order of business for regular meetings shall include, but not be limited to, the following items, which the Board may consider in the sequence shown unless the President determines another order is appropriate:

- Call to order and roll call of Trustees, welcome guests

- Approval of prior meeting minutes
- Reports:
 - Treasurer (receipts, disbursements, projected cash flow)
 - Director
 - Department Heads
- Committee Reports
- Old Business
- New Business
- Other Business
- Period for public expression
- Dates of future board meetings
- Adjournment

COMMITTEES

The President may appoint committees for specific purposes to serve until their appointed work is completed. Committees shall make progress reports and recommendations to the Board. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific authority to act. The President shall be, *ex officio*, a member of all committees.

DIRECTOR

The Board shall appoint a 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 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 that, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except those portions of meetings at which the director's appointment or salary is discussed or decided.

AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be made available to the public and sent to all members at least ten days prior to voting.

Resolution: Adopted April 15, 2020

Resolution: Amended on March 16, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library.

Resolution: Reviewed on May 18, 2022 by the Board of Trustees of the Catskill Public Library.

Resolution: Amended on January 18, 2023 by unanimous vote of the Board of Trustees of the Catskill Public Library.