# HULBERT LIBRARY OF THE TOWN OF CONCORD BYLAWS

18 CHAPEL STREET
SPRINGVILLE, NY 14141

## ARTICLE I. TENURE OF THE OFFICE OF TRUSTEES

1. The Board of Trustees (hereafter the Board) of the HULBERT LIBRARY of the Town of Concord (hereafter HLTC) shall consist of nine (9) trustees, each serving a term of five years. A trustee will be appointed or reappointed at the expiration of the term (or in the event of a vacancy) by the elected members of the Concord Town Board following submission of the name of the nominee by the HLTC Board.

2. To fill an impending vacancy, a Nominating Committee of Board members shall be appointed by the President two months prior to expiration of the term. In the event of an unforeseen vacancy, said Committee may be appointed at the next regular Board meeting.

3. The majority of the Board must be residents of the Town of Concord.

4. Trustee Education Compliance. The HLTC shall comply with applicable New York State trustee education requirements established by the New York State Education Department.

## ARTICLE II. OFFICERS

1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer elected annually by a majority vote of the trustees at the February regular meeting.

2. Duties of the officers:
a. President presides at meetings and executes business authorized by the Board.
b. Vice-President acts in the President's absence.
c. Secretary provides notices, records minutes, and conducts correspondence.
d. Treasurer is responsible for receiving, recording, disbursing, and maintaining accurate financial records.

## ARTICLE III. MEETINGS

1. Regular meetings shall be held five (5) times annually during February, April, June, September, and November.

2. Special meetings may be called by the President and two trustees with proper notice.

3. Meetings are open to the public except executive sessions.

4. A quorum shall consist of five (5) trustees.

5. Proceedings shall follow Robert's Rules of Order Newly Revised.

6. Order of Business:

- Call to Order
- Secretary's Report
- Town Board Report
- Village Report
- Treasurer's Report
- Approval of Bills
- Report on Committee Work
- Correspondence
- Director's Report Old Business
- New Business
- Confirm Next Meeting
- Adjournment.

## ARTICLE IV. COMMITTEES AND THEIR DUTIES

1. Standing Committees: Finance and Budget; Building and Grounds; Sustainability.

2. Special committees may be appointed by the President with Board approval.

3. Committees shall report their progress to the Board.

## ARTICLE V. DIRECTOR OF THE LIBRARY

1. The Library Director shall be appointed by a majority of the Board and is responsible for library operations, expenditures, and supervision of personnel.

2. The Library Director shall meet applicable BECPL and NYS qualifications.

3. The Library Director shall attend regular Board meetings and report to the Board.

## ARTICLE VI. FINANCES, CONTRACTS, AND BUDGET

1. Annually the Board shall consider the contract agreement with the Buffalo & Erie County Public Library (BECPL). If satisfactory, the President shall execute the agreement.

2. Annually the Library Director shall prepare requests for materials and/or equipment not included in the BECPL budget request for Town Board consideration.

3. Payment of Bills. To ensure appropriate financial oversight and the prompt payment of recurring expenses, the Board of Trustees may authorize the prepayment of routine and necessary library expenses, including but not limited to:
a. Utilities
b. Library materials
c. Repairs and maintenance
d. Insurance
e. Other expenses which, in the judgment of the Treasurer, require timely payment to avoid penalties, interruption of service, or other financial liability to the Library.

4. Requests for payment of expenses not included in the categories above shall be presented to the Board of Trustees for approval at the next scheduled meeting.

## ARTICLE VII. MINUTES

1. The Secretary shall ensure minutes are recorded, maintained, and made available to the public, except for executive session minutes as permitted by law.

## ARTICLE VIII. AMENDMENTS

1. These Bylaws may be amended by majority vote after prior notice.

## ARTICLE X. STANDARDS OF COMPLIANCE

1. HLTC shall comply with applicable local, state, and federal laws and the listed library policies, including the Library Bill of Rights, Open Meetings Law, confidentiality requirements, copyright, due process, employment and EEO laws.

## ARTICLE XII. DISSOLUTION

1. HLTC shall comply with the dissolution provisions contained in its annual contract with the Buffalo & Erie County Public Library.

## ADOPTION AND AMENDMENTS

Adopted March 1, 1990

Amended February 4, 1991

January 6, 1995

October 2, 2014

February 9, 2017

June 1, 2017

March 9, 2023

September 17, 2026

Signatures:

President _____

Vice-President _____

Secretary _____

Treasurer _____

Trustee _____

Trustee _____

Trustee _____