

HULBERT LIBRARY OF THE TOWN OF CONCORD BY-LAWS

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 no less than 5, but no more than 11, members each serving a term of five years. A member 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. (See Art.I, Sec.2.)
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.

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 members of the Board at the January meeting.
2. Duties of the officers:
 - a. The President shall preside at all meetings, and shall execute on behalf of the HLTC any and all business which is authorized by the Board. The President shall be a member of all Standing and Special Committees.
 - b. The Vice-President shall act as president in the absence or disability of the President or when the Board shall so direct.
 - c. The Secretary shall direct the sending of notice of meetings of the Board, record its transactions and conduct its correspondence.
 - d. The Treasurer shall be responsible for the receiving, recording, disbursing and the keeping and maintaining of accurate records of the funds and documents in the private treasury of the HLTC.

ARTICLE III. MEETINGS

1. Regular meetings shall be held monthly on the first Thursday (holidays excluded), unless expressly designated otherwise at the immediately previous monthly meeting. Meeting time shall be 9:00 AM unless established for another time at the previous meeting. The Library Director shall, under the direction of the Secretary, have published notices of meetings in the SPRINGVILLE

JOURNAL, post the same notice on the main entrance door of the library one week prior to the meeting, and enter upcoming meetings into the library's Evanced calendar found on the library's webpage (<http://www.buffalolib.org/content/library-locations/concord>).

2. Special meetings shall be held at the call of the President and two trustees, all trustees having been notified; notice of said meeting to be posted on the main entrance door of the library.
3. All meetings other than executive sessions shall be open to the general public.
4. A majority of the Board shall constitute a quorum. In the event of a lack of a quorum at a regular monthly meeting, approval for the payment of Bills may be authorized by the President or his designated-officer.
5. Proceedings shall be conducted in the manner usual in deliberative bodies.
 - a. Roberts' Rules of Order will be the parliamentary authority.
 - b. The "ayes" and "nays" on any vote shall be entered on the minutes at the request of any Board member present.
6. The order of business shall be as follows:
 - a. Call to order: time and attendance recorded
 - b. Secretary's Report
 - c. Treasurer Report
 - d. Approval of Bills
 - e. Library Improvements
 - f. Report on Committee Work performed by the Library Director
 - g. Town Board Report
 - h. Correspondence
 - i. Director's Report
 - j. Old Business
 - k. New Business
 - l. Set next meeting date
 - m. Adjournment

ARTICLE IV.COMMITTEES AND THEIR DUTIES

1. The following standing committees and vacancies on the committees shall be appointed by the President, subject to approval by the majority of the Board:
 - a. Finance and Budget.
 - b. Personnel and Public Relations.
 - c. Building and Grounds.
 - d. Planning.
 - e. Private Funds.
 - f. Book.
2. Special committees may be appointed by the President, subject to approval by the Board, to carry out specific tasks.
3. All committees shall report their progress at the appropriate time(s).

ARTICLE V. DIRECTOR OF THE LIBRARY

1. The Director of the Library (hereafter Librarian) shall be appointed by a majority of the Board to serve at the pleasure of the Board. The librarian shall be responsible for the proper performance of the duties of a librarian, prudent expenditure of funds allocated to library operation, and the supervision of personnel employed by the Board.
2. The Librarian shall be professionally qualified to serve as Director in accordance with the regulations of the Buffalo and Erie County Public Library (hereafter BECPL), and those of the New York State Commissioner of Education.
3. The librarian shall attend the regular monthly meetings of the Board, and report to the Board at the scheduled time on the regular agenda, as well as respond on all matters pertaining to the operation of the library, as required by the Board.

ARTICLE VI. THE CONTRACT AND BUDGET

1. Annually the Board shall convene to consider the contract agreement between the HLTC and the BECPL. If the contract provisions are satisfactory, the President shall sign said contract and return the specified copies to the proper library division, retaining one for library records.
2. Annually the Librarian of the HLTC shall prepare a list for the Board to be presented to the Town Board for consideration and approval for the funding of materials and/or equipment not requested in the HLTC's budget request to the BECPL.

ARTICLE VII. MINUTES

1. It shall be the responsibility of the Secretary to see that legible minutes of all meetings be recorded, save executive sessions, and that said minutes be kept bound in a permanent notebook and available to the general public upon request.

ARTICLE VIII. AMENDMENTS

1. By-Laws may be changed or repealed, or new by-laws made only by a majority vote of the Board and only after prior consideration of the matter and an announcement that the vote is to take place at a specified Board meeting.

ARTICLE IX. MINIMUM STANDARDS

1. In providing quality public library service to the citizens of the Town of Concord, the HLTC shall strive to meet or exceed the minimum standards and levels of excellence proposed by the Committee on Minimum Public Library Standards for New York State; said standards having been established and approved in 1989 by the New York State Board of Regents.

ARTICLE X. STANDARDS OF COMPLIANCE

1. HLTC shall comply with the following:
 - a. Local, state and federal laws.
 - b. Library Bill of Rights.
 - c. Free access to the library for minors:
an interpretation of the Library Bill of Right.
 - d. Freedom to Read Statement.
 - e. Freedom to View Statement
 - f. New York Open Government Law.
 - g. Copyright laws.
 - h. Policy on Confidentiality of Library Records.
 - i. New York Library Association Policy Statement on Due Process.
 - j. Security of employment in the library.
 - k. Equal Employment Opportunity Act of L972, Public Law 92-261, 86 Statute 103.

ARTICLE XI. INDEMNIFICATION

ARTICLE XII. DISSOLUTION

1. In accordance with the fifth covenant in the Contract signed with the BECPL annually in December, the HLTC shall adhere to its agreement regarding the dissolution of a contract library.

Adopted March 1, 1990

Amended February 4, 1991, January 6, 1995, October 2, 2014, February 9, 2017 and June 1, 2017.