

*BOARD OF TRUSTEES OF THE GRAND ISLAND MEMORIAL LIBRARY*

BY-LAWS

Article I: Name

The name of this organization shall be "Board of Trustees of the Grand Island Memorial Library".

Article II: Purpose

To provide the library service to residents of the Town of Grand Island and Erie County as a contracting library within the Buffalo and Erie County Public Library System.

To set policy which will achieve good library service.

To hire qualified librarians to direct and supervise all staff members, and to assemble, organize and make available expertly selected books and other materials which will aid individuals in the pursuit of information, in self-education, and in the creative use of leisure time.

To prepare, with the assistance of the Library Director, the annual budget, and to contract with the Buffalo and Erie County Public Library annually for its services.

To administer any special funds acquired by endowment, bequest, or gift.

To interpret the library's function, needs, and objectives to the community.

Article III: Member Qualification

Pursuant to the requirements of New York State Laws regarding libraries, the Board of Trustees of the Grand Island Memorial Library shall consist of five members appointed by the Town Board of the Town of Grand Island.

One (new) trustee shall be appointed annually to serve for five years.

The library trustees shall be residents of the Town of Grand Island.

If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned and the vacancy shall be filled by the Library Board of Trustees.

In addition to the five trustees appointed by the Town of Grand Island:

A delegate from the Grand Island Town Board shall be a liaison to the Board.

A delegate from the Friends of the Grand Island Memorial Library shall be a liaison to the Board.

The Library Director shall be a non-voting ex officio member of the Board as executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be the submission of periodic reports and recommendations to the Board of such policies and procedures that, in the opinion of the said Director, will promote the efficiency of the library in its service to the people of the community.

#### Article IV: Officers

The officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer.

Officers shall be nominated and elected at the first meeting of the year to serve for one year. A simple majority of votes cast is necessary for election.

In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office for the remainder of the unexpired term.

#### Article V: Duties of the Officers

The President shall preside at all meetings of the Trustees. The President shall bring to the attention of the trustees for action all matters necessary for adequate and efficient conduct of the library. The President shall have the power to appoint the chairman and members of all committees. The President shall be a member ex officio of all committees. The action of all committees shall be subject to the approval of the Board of Trustees.

The Vice President shall, in the absence of or at the direction of the President, conduct meetings and perform the duties of the President.

The Secretary shall keep an accurate record of all correspondence and business transacted by the Board of Trustees and notify trustees of meetings and elections.

The Treasurer shall have charge of all receipts and funds of the Library, whether appropriations or gifts, and shall disburse such funds as directed by the Board. The Treasurer shall also report receipts, disbursements and budget status to the Board on a quarterly and annual basis. The Treasurer shall make the financial records of the Board available for annual audit.

#### Article VI: Meetings

Regular meetings shall be held at least quarterly at the Library.

Public notice of *regular* Board meetings shall be given in accordance with the Open Meeting Law.

Special meeting may be held at any time at the call of the President or Secretary or any two members of the Board, provided that notice thereof be given to all Trustees at least twenty-four hours in advance of the special meeting.

A quorum at any meeting shall consist of a majority of the members of the board. The order of business at all regular meetings of the Board shall be as follows:

Roll call  
Secretary's report  
Treasurer's report  
Communications  
Report of the librarian  
Reports of committees  
Unfinished business  
New business  
Adjournment

The rules contained in the current edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board in all cases in which they are applicable and in which they are not inconsistent with these by-laws or any law of the State of New York.

#### Article VII: Gifts

All gifts to the library, of either monies or securities, shall be deposited in such a bank as may be designated by the Board and shall be handled through the officers of the Board in the same manner as checks are drawn against appropriated funds of the Board in the regular course of business.

All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board.

#### Article VIII: Indemnification of Trustees

Each person who is or has been a Trustee of the Board of Trustees of the Grand Island Memorial Library shall be indemnified by the Grand Island Memorial Library and the Town of Grand Island against expenses, including attorneys' fees necessarily incurred by such person in connection with the defense or settlement of any action, suit, or proceeding to which he or she is a party, alone or together with others, by reason of his or her being or having been a Trustee of this Board.

Each such person shall be reimbursed by the Grand Island Memorial Library and the Town of Grand Island for any amount paid by such person in satisfaction of any

judgment or settlement in connection with any such action, suit, or proceeding, unless the amount of such judgment or settlement is payable to the Grand Island Memorial Library itself or unless such person shall be adjudged in such action, suit, or proceeding to be liable for misconduct in the performance of his or her duties to the Board of Trustees of the Grand Island Memorial Library, the Grand Island Memorial Library and/or the Town of Grand Island.

The foregoing right of indemnification shall be in addition to any other rights to which such person may be entitled as a matter of law.

#### Article IX: Amendments

Amendments to these by-laws shall be introduced at a regular meeting. Notification of such amendments shall be sent to all members prior to the meeting. If approved by a quorum of the Board, the amendment shall take effect immediately.

#### Article X: Conflict of Interest

All Trustees and Officers shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time. The entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

GI Memorial Library By-laws  
Revised and Approved 1/15/2015