

BY-LAWS
MARILLA FREE LIBRARY

ARTICLE I: Officers and Duties.

A. President:

1. Presides at all meetings of the board.
2. Appoints committees.
3. Provides leadership and is responsible for a progressive and efficient program for the library. The President does not have the right to make decisions unilaterally that are in any way binding on the Board.
4. In the absence of the Treasurer, the President shall have check signing authority.

B. Vice-President:

1. Acts in the absence of the President in fulfilling responsibilities 1-3 indicated in Section A. (above).
2. Sits in on all committees and reports to the Board on committee transactions.
3. Serves as the Library Claims Auditor, fulfilling duties as outlined by the Claims Audit Policy.

C. Secretary:

1. Notifies members of Board meetings at least one week before each meeting is scheduled.
2. Prepares the meeting agenda.
3. Maintains a roster of Board members.
4. Records the proceedings of each meeting in a book for that purpose. This record is read at the next meeting, corrected if necessary, and approved.
5. These proceedings should include:
 - a. Nature of meetings, e.g. regular or special including time, place, persons present or absent and approval of minutes from the previous meeting.
 - b. Complete record of all action taken by the Board.
 - c. Record of adjournment.
6. Signs the proceedings of each meeting.
7. Records all motions as stated whether adopted or rejected. Only the information recorded is considered official.
8. Writes official letters as requested by the Board or President.

D. Treasurer:

1. Receives all funds from public appropriation, bequests, gifts, etc., as provided by law.
2. Makes approved disbursements from library funds.

3. Keeps accurate records of all money received and disbursed ready for examination, since all public funds are subject to audit at any time.
4. Makes a report at each Board meeting and other reports as required.

ARTICLE II: Board of Trustees.

The library shall be governed by a Board of Trustees. The Board shall consist of five (5) to nine (9) members, elected for terms of five (5) years each. During the annual meeting (see Article III item c) the Board officers shall be elected by the Board from their own number and committees shall be named by the President. Newly elected members will take office at the first meeting following the annual meeting.

ARTICLE III: Meetings.

- A. There shall be a minimum of seven (7) Board meetings per year plus Special meetings required for budget preparation and approval.
- B. Special meetings of the Board may be called by the President of the Board. In the absence of the President, the Secretary, upon the written request of any two Board members, may call a special meeting, but only business stated in the call may be transacted.
- C. The annual meeting shall be held during the month of October in the library.
- D. In the absence of the Secretary, the Board shall choose a temporary secretary.
- E. 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 dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- F. Each Trustee shall have one vote, irrespective of office held.
- G. A Trustee must be present at a meeting to have his/her vote counted.
- H. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member 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.

ARTICLE IV: Quorum.

A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.

ARTICLE V: Order of Business.

The order of business at regular meetings shall include but not be limited to the following items, which will be covered in the sequence shown unless circumstances make an altered order more efficient:

1. Call to order
2. Reading and approval of minutes
3. Public expression
4. Reading and approval of Treasurer's report
5. Report of the Librarian
6. Report of committees
7. Unfinished business
8. New business
9. Other business
10. Next Meeting
11. Adjournment

ARTICLE VI: Committees and their Duties.

All committees appointed by the President will abide by the purpose and time constraints discussed at the creation of the respective committees.

ARTICLE VII: Duties of the Librarian.

- A. Has general charge of the library under the direction of the President and of the Board.
- B. Certifies to bills incurred.
- C. Makes a report at each regular meeting of the Board, including the annual meeting.
- D. Is responsible to the Board for the care of the library property and for the proper discharge of the duties of all employees.

ARTICLE VIII: Gifts.

All gifts to the library, of either moneys or securities, shall be deposited in such bank as may be designated by the Board and shall be handled through officers of the Board in the same manner as checks are drawn against appropriated funds of the Board in the regular course of business. In addition, all gifts of property, other than moneys or securities, shall be held or disposed of as directed by the Board.

ARTICLE IX: Filling Board Posts.

The Board shall decide on the number of members to be designated for the Board and shall appoint an interested citizen from the Township of Marilla to any permanent vacancy that might occur on the Board. There shall always be an uneven number of Board members.

ARTICLE X: Amending the By-Laws.

- A. These by-laws may be amended at any regular meeting of the Board at which a quorum is present, provided the proposed amendment has been presented formally in writing to the Board for discussion during the preceding meeting.
- B. The by-laws shall be reviewed every three (3) years.

ADDENDUM I. November 10, 2014. Conflict of Interest Policy.

The Conflict of Interest Policy recommended by the B&ECPL to be added to the existing By-Laws, was unanimously passed at the June 17, 2014 regular meeting of the Marilla Free Library Board of Trustees and shall be incorporated into these By-Laws.

ADDENDUM II. By-Laws Review & Revision

March 1970

Amended June 1992

Amended January 1996

Reviewed and Amended November 10, 2014

Reviewed and Revised February 22, 2017

Amendments Adopted March 15, 2017

Article I-B & Article V: Adopted February 19, 2019