

BYLAWS SOMERS LIBRARY

ARTICLE I: NAME

Section 1. This organization is called the “Somers Library” existing by virtue of the provisions of the laws of the State of New York and the Town of Somers, and exercising the powers and authority and assuming the responsibilities delegated to it under the law.

ARTICLE II: MISSION STATEMENT/STATEMENT OF PURPOSE

Section 1. Mission Statement

Our mission is to provide Somers residents of all ages with free informational, recreational and cultural resources and programs in a welcoming atmosphere conducive to learning and enjoyment.

Section 2. The Somers Library provides and seeks to improve free public library service to all residents of the Town of Somers, New York, and to residents of Westchester County communities with which the Somers Library engages in cooperative services. Books and library services are provided for the interest, information and enlightenment of all people of the communities served. To the extent possible, materials and information will present a wide range of viewpoints on current and historical issues. Materials or information will not be proscribed or removed because of partisan or doctrinal disapproval.

Section 3. No person will be denied the right to use the library because of gender, race, age, disability, marital status, sexual orientation, religion, national origin or creed. However, all persons using the Somers Library will be subject to the statement of policy, the library code of conduct and all other policies of the trustees. Anyone willfully violating such policies may be excluded from services of the library.

ARTICLE III: NUMBER OF TRUSTEES AND TERM OF OFFICE

Section 1. To administer the Somers Library, there are seven trustees as prescribed by the Somers Town Board in accord with New York State law and the library charter. Appointments of trustees by the town board will be for a term of five years beginning in January.

Section 2. The trustees may recommend to the town board the name of candidates for consideration as trustees by the town board.

Section 3. Any trustee who finds it necessary to resign should submit a written resignation to the board of trustees. The board of trustees may then appoint a successor for the remainder of the unexpired term.

Section 4. Trustees are required to take an oath of office from the Town Clerk, and to comply with the Code of Ethics adopted by the town board.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a president, a vice-president, a treasurer and a corresponding secretary, elected from among the trustees by a majority vote (i.e., four trustees) at the organizational meeting of the board in January.

Section 2. A nominating committee shall be appointed by the president at the October board meeting. This committee will present a proposed slate of officers for election at the organizational meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the organizational meeting at which they are elected and until their successors are duly elected. No member of the board may serve as president for more than two consecutive years, unless voted otherwise by the trustees by a majority vote.

Section 4. An officer may be removed for cause at any time by a two-thirds vote of the board of trustees (i.e., five trustees). All vacancies among officers may be filled by a majority vote of the full board of trustees (i.e., four trustees).

Section 5. The president shall be the presiding officer at all meetings of the trustees, and shall see that the bylaws and all resolutions of the trustees are carried into effect. The president shall sign all official documents, written contracts and obligations, unless otherwise provided by resolution of the trustees, or dictated by state or local law.

Section 6. The vice-president shall perform the duties of the president in the event of his/her absence, resignation or inability to perform those duties.

Section 7. The treasurer shall have charge of the funds of the library and be responsible for all duties required by the statement of policy. The treasurer shall render monthly reports showing the cash balances on hand and in the bank, a list of cash receipts and disbursements during the month, and such other reports as may be required. The treasurer shall review and sign all expenditure vouchers and the abstract of vendor payments. All books and records shall be open to inspection by any trustee. In the absence of the treasurer, selected duties of this position shall be performed by such other members of the board as the board may designate.

Section 8. The corresponding secretary shall conduct the correspondence of the board of trustees and file copies of the same. A paid secretary to the board shall render monthly reports of all meetings of the trustees including minutes of the meetings and records of all official acts of the trustees occurring during the month

ARTICLE V: COMMITTEES

The Somers Library Board of Trustees has no standing committees. Trustees assess priorities for each year and appoint “lead” trustees to oversee the advancement of each priority. Ad-hoc committees or task forces may form around these lead trustees and will be comprised of as many trustees as are needed to adequately address the priority. The lead trustee will be the accountable party.

ARTICLE VI: MEETINGS

Section 1. Time and Place: The trustees shall meet on a designated day each month in the library or any convenient public place as decided by the board of trustees in their organizational meeting in January. All regular meetings of the trustees are open to the public. Notice of place and time of meetings will be sent to the trustees with at least one week’s advance notice, and will be posted in the library and on the town calendar at the Town House.

Upon at least two weeks notice, special meetings may be called by the president or by a majority of the full board of trustees (i.e., four trustees). Special meetings of the board may be open or closed to the public, based on the subject matter. However, minutes of such meetings shall be available to the public if any action is taken.

Section 2. Conduct of Meetings: Business shall be conducted according to *Roberts Rules of Order*, as applicable.

Section 3. The order of business for regular meetings shall include, but is not limited to, the following agenda:

- Announcements
- Public Comment
- Approval of minutes of prior board meeting
- Treasurer’s report
- Library director’s report and the minutes of the latest staff meeting
- Friends of the Somers Library report
- Somers Library Foundation report
- Westchester Library System report
- Old business
- New business

Section 4. Quorum: A majority of the full board (i.e., four trustees) will constitute a quorum at any regular or special meeting.

ARTICLE VII: TRUSTEE RESPONSIBILITIES

Section 1. The trustees are entrusted with the governance of the library and shall determine and adopt written policies and rules to govern the operation and programs of the library. The bylaws and the statement of policy shall be reviewed for possible revision annually.

Section 2. The trustees shall employ a library director who shall be the executive to carry out the policies of the trustees and administer the day-to-day operations of the library. The trustees shall prepare a written evaluation of the director on at least an annual basis. The trustees shall establish personnel policies, salary schedules and employee benefit plans. The trustees shall have approval authority for the hiring, promoting and termination of employees, as recommended by the director. The trustees shall also administer the applicable civil service regulations and negotiate any applicable salary items or conditions of employment.

Section 3. The board has broad authority to manage the affairs of the library, but it is a collective authority. Individual trustees, regardless of their position on the board, may not speak or act on behalf of the library unless they have been specifically granted that authority by a vote of the board.

Section 4. The building and grounds are the direct responsibility of the town board; however, the trustees shall have an oversight responsibility for them. The trustees shall notify the town board when major repairs are necessary.

Section 5. The trustees shall discharge financial responsibility for the library and operate within the budget adopted by the trustees and adopted by the town board.

Section 6. The trustees shall attend all regular and special meetings and shall, when possible, attend regional and workshop meetings for trustees. Three consecutive absences from meetings of the board of trustees without an excuse accepted as satisfactory by the board will be considered a resignation of that trustee.

Section 7. Trustees should be constantly aware of the library needs of the community, and work to expand and improve services to fill those needs.

ARTICLE VIII: STATEMENT OF POLICY

Section 1. The trustees shall provide a written statement of policy for the library. The statement of policy shall be available to the public at the library. The library director shall administer that statement of policy and all other policies of the trustees fairly and equitably to all persons.

Section 2. The library director shall bring violations of the policy that are of a continued and sustained nature to the attention of the trustees. Revocation of library services to any person requires approval of the trustees.

ARTICLE IX: BUDGET

Section 1. The proposed preliminary annual budget and a proposed transmittal memorandum to the town board shall be prepared annually by the library director for review and approval by the lead trustees appointed by the board. After lead

trustee approval, these documents shall be reviewed and adopted by the full library board and submitted to the town board for their final review and adoption.

ARTICLE X: AMENDMENTS

Section 1. Amendments to these bylaws that are not inconsistent with Federal law, New York State law, the library charter or town law, may be proposed at any regular meeting of the trustees. Adoption of such amendments can be made by a two-thirds vote of the full board of trustees (i.e., five trustees, regardless of the number present) at a subsequent meeting.

Section 2. Any policy 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 must be approved only at a meeting at which two-thirds of the board of trustees (i.e., five trustees) shall be present and two-thirds of those present (i.e., three trustees) shall so approve.

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