Henderson Free Library

Bylaws

ARTICLE 1: NAME

This Association shall be known as the Henderson Free Library.

ARTICLE 11: MEMBERSHIP

Any person may become a member of the Library.

ARTICLE 111: MEETINGS Section 1:

Fiscal Year.

The Library fiscal year shall close on December 31. The annual meeting shall be held on the fourth Tuesday of January, or at such a date and time as the Board of Trustees shall designate, for the elections of trustees, consideration of the annual report of the Library Director and the Treasurer, and to fransact any other necessary business.

Section 2: Voting.

All members are eligible to vote at the annual meeting and at any other meeting during the year.

Section 3: Special Meetings.

If a special meeting is called, such meeting shall be posted on the library bulletin board a week prior to the meeting, or for a minimum of 24 hours after notification of every Board member.

ARTICLE IV: BOARD OF TRUSTEES

Section 1: Number of Board Members.

The Board shall consist of at least eight (8), but no more than twelve (12) trustees, who shall be members of the association and be at least eighteen (18) years of age. The current number of trustees shall be nine (10). A term of office for each Trustee shall be five (5) years. The number of trustees to be elected each year shall be determined by the number whose terms expire. In

the event of a vacancy, the Board shall appoint a person to fill the vacancy until the next Annual

Meeting, when a person shall be elected to fill the unexpired tenn.

Section 2: Revisions.

The Association By-Laws shall be reviewed and revised as needed by a majority vote of the Board of Trustees. Robert's Rules shall be the ordinary govemance.

Section 3: Quorum.

A majority of the Board of Trustees shall constitute a quorum at any meeting. When a quorum is present at any meeting, the vote of a plurality of the members having voting power shall decide any question brought before such meeting.

Section 4: Meetings.

The Board of Trustees shall meet regularly on the fourth Tuesday of each month at 1:00 p.m., January through November, or at such times as are necessary to conduct any other business.

Section 5: Attendance at Meetings.

Any Board member who fails to attend three consecutive meetings without excuse shall be deemed to have resigned. [NY State Education Law 226.4.]

Section 6: Open Meetings.

All meetings of The Board, except executive sessions, are subject to the New York State Open Meeting Law [Public Officers Law, Article 7, Section 103] and are open to the public.

Section 7: Special Meetings.

Special meetings of The Board may be called by the President of The Board or upon written request by two or more Members of The Board.

Members will be notified of the time and place of the special meeting at least 24 hours prior to the time of the meeting.

Section 8: Officers.

Officers of The Board are President, Vice-President, Secretary, and Treasurer.

Section 9: Election of Officers.

The Officers shall be chosen annually at the regular January meeting.

Section 10: Duties of President.

The President presides at all Board meetings and appoints committees of the Board.

Section 11: Duties of Vice-President.

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

Section 12: Duties of Secretary.

The Secretary signs all documents requiring the Secretary's signature. Board minutes are recorded and are approved monthly by The Board.

Section 13: Duties of Treasurer.

The Treasurer monitors the budget, financial records, reports, audits, and investments. A report of the previous month's financial activity will be presented at each regular meeting of the Board of Trustees.

Section 14: Committees

Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and Personnel Committee.

Section 15: Finances.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests The library's funds in accordance with New York State law and regulations.

Section 16: Library Director.

The Board shall select, appoint and evaluate a properly celúified and competent Library Director, and determine the compensation of all library employees.

Section 17: Duties of Director.

The Director is responsible for the administration and management of the Library. The Director recruits, selects, hires, supervises, evaluates and terminates library staff. The Director oversees the staff training program, and recommends improvements in staffing, organization, salaries and benefits to the library board. The Director shall attend all meetings of the Board and all committee meetings.

Section 18: Policy.

The Director implements all policies adopted by the Board, reports monthly to the Board, advises the Board, and recommends policies to the Board.

Section 19: Order of Business

The order of business at the regular meetings shall be as follows:

1. Approval of minutes of last meeting
2. Report of Treasurer
3. Report of Director
4. Report of committees

5. Old Business
6. New Business
7. Time and place of next meeting
8. Adjournment

This order of business may be changed at any meeting by a vote of a Majority of members of the Board present.

Section 20: Amendments

These by-laws may be amended by a plurality vote of the Members of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.

ARTICLE V: North Country Library System

The Henderson Free Library shall be a member of the North Country Library System.

ARTICLE VI: By-Laws

The Association By-Laws shall be reviewed and revised as needed by majority vote of the Board of Trustees. Robert's Rules of Order shall be the ordinary governance.

ARTICLE VII: Compliance to the Requirements of a Non-Profit Organization

Section 1: The purposes for which the Henderson Free Library is organized are exclusively literary and educational within the meaning of section 50 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 2: Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for public purpose. Any such assets not so disposed of shall be disposed of by a court competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

Established: 11-15-84; Revised 3-22-88; 2-26-91; 3-00; 1-22-02; 1-25-05; 7-21-20; 3-15-22

Adopted: November 28, 2023