

PURCHASE FREE LIBRARY BYLAWS

Article 1: Name

- 1) The Purchase Free Library shall be located in the Purchase area of the Town of Harrison, Westchester County, New York.
- 2) The Library shall possess the power and authority and assume the duty and responsibility provided under the Charter and the Laws of the State of New York.

Article II: Board of Trustees

- 1) The Library shall be governed by a Board of Trustees consisting of not less than five nor more than eleven Trustees, all of whom must be residents of the area zoned for Purchase Elementary School..
- 2) The usual term of a Trustee shall expire at the annual meeting five years following the year in which his/her election shall have taken place. However, a shorter term may be specified so that no more than three Trustees' terms shall expire in the same year.
- 3) Vacancies in the membership of the Board occurring as a result of death or resignation may be filled for the unexpired part of such term by vote of the remaining Trustees at any regular meeting of the Board.
- 4) When the Board of Trustees shall consist of fewer than the designated maximum number of Trustees, new members may be elected to the Board at any regular meeting by a majority vote of the Board.
- 5) Regular attendance of Trustees at Board meetings is of great importance. If any Trustee repeatedly fails to attend Board meetings without an excuse accepted as satisfactory by the Board, he/she shall receive notice that his/her term may be subject to termination.
- 6) All the powers of the corporation shall be exercised by the Board of Trustees;
- 7) In addition to regular Trustees, the Board of Trustees may appoint Honorary Trustees at any Board meeting. Honorary Trustees shall have the right to attend all Board meetings and shall have the right to participate in all discussions. Honorary Trustees shall not have the right to vote.

- 8) All members of the Board of Trustees shall be required to read, sign and comply with the Public Library Trustee Ethics Statement provided by the American Library Association. .

Article III: Meetings

- 1) The annual meeting of the Board of Trustees shall be held each year during the month of January for the purpose of electing Trustees and Officers.
- 2) There shall be a minimum of four meetings each year. Other meetings shall be scheduled as needed. A quarterly schedule of meetings shall be provided by the President one month in advance of the start of each quarter.
- 3) All meetings of the Board of Trustees shall be held at the Library or elsewhere in the County of Westchester, as the Board may from time to time designate, and any action taken by a majority of the Trustees at a meeting at which a quorum is present shall be deemed to be the action of the Board of Trustees.
- 4) Special meetings may be called by the President or by any three Trustees.
- 5) There shall be public notification of all meetings of the Board of Trustees, by means required by law.
- 6) Meetings may be attended in person or via videoconference, or teleconference.
- 7) All meetings shall be conducted in accordance with Roberts Rules of Order, the Open Meetings Law and the Laws of the State of New York.

Article IV: Voting rights and quorum

- 1.) All regular members of the Board of Trustees shall have voting rights.
- 2.) Only those Trustees present either in person or via videoconference shall be permitted to vote.

- 3.) A majority of the Board of Trustees shall constitute a quorum. Any action taken by a majority of the Trustees at a meeting at which a quorum is present shall be deemed to be an action of the Board.

Article V: Officers and Duties

- 1) The Officers of the Library shall be a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Trustees by ballot from amongst their members. All Officers shall hold office until the annual meeting following their election or until their successor shall be elected.
- 2) The President shall preside at all meetings and shall exercise supervision over the affairs and property of the Library.
- 3) The President shall set the agenda for meetings with input from the Trustees and library administrator. The agenda, and materials for discussion, shall be sent to the Board of Trustees and library director via email by the Secretary one week in advance of any meeting.
- 4) In the absence of the President at any Board meeting, the Vice President shall be charged with the powers and duties of the President.
- 5) The Secretary shall notify the Board of Trustees and the library administrator of the dates of all Board meetings and shall record proceedings of such meetings.
- 6) The Treasurer shall receive and disburse the funds of the Library under the direction of the Board of Trustees. He/she shall have charge of the accounts that shall, at all times, be open to inspection by the Trustees. The Treasurer shall report, in writing, the financial condition of the Library at the annual and regular meetings. He/she shall keep the records of the monies of the Library as the Trustees designate.
- 7) The Trustees shall appoint a Library Director/Administrator who shall have general charge of all matters connected with the functions of the Library and who shall supervise all library personnel. All of these functions shall be subject to the control and direction of the Board of Trustees.

Article VI: Committees

- 1) The Board of Trustees may establish committees as needed.
- 2) All committees may have as one member a resident of the area zoned for Purchase Elementary School who is not a member of the Board of Trustees.

Article VII: Amendments:

- 1) These bylaws may be altered, amended or repealed, or new bylaws may be adopted, at any meeting of the Board of Trustees, provided that such proposals shall have been presented at least one month in advance of such meeting. A majority vote shall be required to enact any changes in the bylaws.

- 1) Article VIII: Insurance

The Purchase Free Library shall at all times maintain legal liability insurance coverage that includes all members of the Board of Trustees and all staff members as insureds.

Revised/Amended: December 2018/January 2019.

Approved 9/1/19