



## **Clinton Community Library Bylaws**

### **Mission**

The Clinton Community Library is the heart of the Town of Clinton Community. It serves as a community center, a sponsor of a variety of programs for all members of the community, a vehicle for accessing library materials and resources through the Mid-Hudson Library System, and a learning center for children and adults.

### **Statement of Diversity, Equity, and Inclusion**

Clinton Community Library is committed to diversity, equity, and inclusion in the promotion and practice of intellectual freedom, and its leaders are individually and collectively responsible for creating and maintaining physical and virtual spaces, programs, services, collections, and practices that ensure we reach, engage, and value all of our community members, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, national origin, race, sexual orientation, or socioeconomic status.

### **Preamble**

The Board of Trustees (hereinafter designated as the "Board") of Clinton Community Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated December 12, 2003 shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

### **Bylaws**

1. The name of the organization shall be Clinton Community Library.
2. The purpose of the organization is to provide superior library service to the residents, adults, and children of the Town of Clinton.
3. The fiscal year of the library shall be the calendar year.

#### **4. BOARD OF TRUSTEES**

The library shall be governed by a Board of Trustees. The Board shall consist of nine members, elected by a majority vote of the Board, for terms of three years each or such shorter term as shall be designated by

the Board. Newly elected members will take office upon their election, to fill a vacancy as needed and/or to serve a full term. A full term shall begin on January 1 of the first year and end on December 31 of the third year. Each year, those trustees with expiring terms must notify the President in writing before the October meeting of their intention to retire from the Board or to renew for another three-year term.

- a. Eligibility for office shall be limited to adults residing or owning property within the Town of Clinton.
- b. Each Trustee shall have one vote, irrespective of office held. A Trustee must be present at a meeting to have his/her vote counted.
- c. 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.
- d. Absence from three 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.
- e. The Board may also remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's purpose, as provided in Education Law 226, subdivision 8.

## **5. OFFICERS**

- a. The officers of the Board shall be the President, Vice President, Secretary and Treasurer, elected annually by the Board at the last meeting of each calendar year. These officers shall serve for a period of one year, January 1 through December 31, or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
  - i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
  - ii. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
  - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
  - iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office.
  - v. In the absence or inability of any officer, his/her duties shall be performed by such other members of the Board as the Board may designate.

## **6. DIRECTOR**

The Board shall appoint a Director who shall be the executive officer of the library and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the employment and direction of the staff; for the efficiency of the library's service to the public; for the operation of the library under the financial conditions contained in the annual budget; for the care of the buildings and equipment; and for the enforcement of all library policies as determined by the Board.

The Director shall submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

## **7. COMMITTEES**

- a. Standing committees (Finance, Governance, Fund Raising, Long Range Planning) shall consist of members appointed by the Board of Trustees.
- b. The Governance Committee shall present a slate of officers for election at the last meeting of the calendar year and may present names of candidates for new trustees at any meeting of the Board.
- c. Committees for specific purposes may be created and appointed by the Board of Trustees. Such committees shall serve until the completion of the work for which they were appointed.
- d. All committees shall make a progress report to the Board at each of its meetings.
- e. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## **8. MEETINGS**

Meetings shall be held at least eleven times per year, generally on a monthly basis, on dates and at hours to be set by the Board. Meetings shall be open to the public unless called into Executive Session.

- a. 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.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The Annual Meeting shall be held in the Fall of each year.
- d. The operating and financial reports for the previous year shall be presented at the first regular meeting of the new year.
- e. A preliminary budget for the subsequent calendar year shall be presented at the August meeting. The final budget for the subsequent calendar year shall be presented for approval at the last regular meeting of the year.
- f. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
  - i. Call to Order and roll call of members
  - ii. Adoption of Agenda
  - iii. Approval of prior Meeting Minutes
  - iv. Period for public expression
  - v. Director's Report
  - vi. Committee Reports
  - vii. Old Business
  - viii. New Business
  - ix. Period for public expression
  - x. Dates of future board meetings
  - xi. Adjournment

## **9. AMENDMENTS**

a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

b. Any rule 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, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

## **10. PROCEDURE**

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

**Approved by the Clinton Community Library Board of Trustees on April 11, 2016.**

**Amended by the Clinton Community Library Board of Trustees on June 12, 2017.** 4. The number of trustees is changed from "five to nine" to "seven."

**Amended by the Clinton Community Library Board of Trustees on June 10, 2019.** 4. the number of trustees changed to "nine"; 7.a and 7.c wording changed to reflect appointment by the Board of Trustees; 8.f, previous item v. about treasurer's report eliminated.

**Amended by the Clinton Community Library Board of Trustees on February 10, 2020.** 4. opening paragraph beginning "Newly elected members..."

**Amended by the Clinton Community Library Board of Trustees on September 15, 2020.** 5a. and 7b. pertaining to election of officers at the last, rather than the first, meeting of the year.

**Amended by the Clinton Community Library Board of Trustees on February 8, 2021.**  
added Statement of Diversity, Equity, and Inclusion