

LIVINGSTON FREE LIBRARY

Livingston Free Library By-Laws

Minimum Public Library Standard Number One:

ARTICLE I NAME

Resolved, that we do hereby form ourselves into a library association to be known as the Livingston Free Library. It shall be located at Livingston, Columbia County, New York.

ARTICLE II PURPOSE

The object shall be to maintain a circulating library and reading room free for the public use to the inhabitants of Livingston and vicinity.

ARTICLE III TRUSTEES

There shall be five trustees appointed by the presiding Board of Trustees. There shall be no limit as to the number of terms a Board member will serve. Each term will be for five years.

The trustees shall elect from their own number, to hold office for one-year, a president, vice-president, treasurer and secretary of the association who shall be officers of the Board of Trustees. Any vacancy occurring during the term of a trustee shall be filled until the annual meeting by vote of the remaining trustees. At the next annual meeting the vacancy shall be filled by appointment by the Board of Trustees.

ARTICLE IV MEETINGS

The Annual meeting shall be the first meeting of the year. Special meetings may be called by the president or any two of the Trustees. The election of officers will be held at the Annual meeting. The Trustees will meet not less than four times a year. A quorum of three is required to conduct business. Missing three consecutive meetings without cause is grounds for removal from the Board of Trustees.

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The order of business shall be as follows:

- a. Roll Call
- b. Approval of minutes of the previous meeting
- c. Financial report and approval of expenditures
- d. Report of the Librarian/Director/Manager
- e. Report of standing committees
- f. Report of special committees
- g. Nominations and elections, if any
- h. Correspondence and communications
- i. Unfinished Business
- j. New Business
- k. Adjournment

ARTICLE V MANAGEMENT

The Trustees shall have general management of the Library and its property. The Trustees shall appoint and fix a salary for a competent librarian/director/manager and needed assistants and other employees. They shall make by laws, appoint needed committees and shall have such powers and duties as are prescribed for trustees by public libraries by state laws and shall report annually to the association.

The Secretary shall keep a record of all meetings and of all official action of the Trustees. The Treasurer shall hold and pay out funds as they require.

ARTICLE VI COMMITTEES

There shall be a building and grounds committee of the whole which shall supervise the library building and grounds, the furnishings and the care of the rooms.

There shall be a book committee consisting of at least one board member. This committee shall supervise the selection and purchase of books, periodicals, magazines and tapes. The committee can solicit suggestions from the general public. The expenditures for this purpose shall not exceed an amount determined by the Board of Trustees.

Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Committee. All committee actions are subject to the approval by a majority of the Board.

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ARTICLE VII LIBRARIAN/DIRECTOR/MANAGER

The librarian/director/manager shall: have immediate charge of the library and reading room and be responsible for the care and safety of the books and other library property.

The librarian/director/manager shall be responsible for classifying, arranging and cataloging all library materials. The librarian/director/manager shall supervise the work of the library staff and shall report quarterly to the Board of Trustees the number of books added to and loaned or lost from the library and other matters requiring their attention.

The librarian/director/manager shall discharge such other duties as may be prescribed by the Board of Trustees. The librarian/director/manager shall not incur any debt or liability without express authority from the Board of Trustees.

ARTICLE VIII AMENDMENTS

These by-laws may be amended at the meeting of this association by a two thirds favorable vote of the Board of Trustees present, providing that notice of such proposed amendment is included in the call for such meeting.

Adopted at August 30, 2017 Board Meeting by Board of Trustees

Date

Revised

Date August 30, 2017

Donna Lynn
Sandra Wagner
Karen S. Kelly