

Easton Library, North Easton, NY – By-Laws

Article I – Name

This organization shall be called the “Easton Library,” existing under the provisions of the laws of the State of New York, and exercising the powers and authority and assuming the responsibilities delegated to it under such statutes. (Easton Library Association)

Article II – Officers of the Association

- **Section 1.** There shall be seven (7) trustees, one being elected each year at the annual meeting for a term of seven (7) years.
- **Section 2.** The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the elected trustees at the annual meeting of the Board. Such officers may succeed themselves and will serve for a period of (1) year until their successors are duly elected.
- **Section 3.** 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.
- **Section 4.** 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.
- **Section 5.** The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings when so directed by the President, and shall perform such other duties as are generally associated with that office.
- **Section 6.** The Treasurer shall be the disbursing officer of the Board, sign all checks, and shall perform such duties as generally devolve upon the office. He or she shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the Treasurer, his or her duties shall be performed by such other members of the Board as the Board may designate.
- **Section 7.** It shall be the duty of the Board of Trustees to control and supervise the appropriation of all income and expenditure of all library funds; also any and all real property which may be or may become the property of the Easton Library. This shall include the control and supervision of the building, grounds, equipment, furnishings, maintenance and care of the facility, rules and regulations for the readers and employees, and all general matters of administration regarding the library not specifically assigned to the Librarian or to committee. The Board shall audit all bills and accounts of the Treasurer a minimum of once a year or on call of the President.

Article III –Library Staff

A Librarian will be appointed by the Board of Trustees. Such librarian will be appointed or confirmed at the annual meeting of the Board, or in the case of termination of employment at the earliest opportunity.

Any other employees of the library will be confirmed by the Board of Trustees.

Article IV – Duties of Staff

- **Section 1.** The duties of the Librarian shall include the proper direction of the library. The Librarian shall be responsible for the safety and care of the books, book records and allied material available to patrons of the library. The Librarian shall classify, catalog, and arrange all books and periodicals, maintain records of books added, lent, lost and other

matters requiring their attention or maintenance. The Librarian shall keep an exact and detailed accounting of any monies or donations received from any/all sources. An annual report covering the activities of the Librarian shall be reported to the Trustees at the annual meeting. The Librarian will also be responsible for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library services to the public and for its financial operation within the limitations of the budgeted appropriations.

- Section 2. If employed by the Board, a maintenance employee will have charge of the buildings and grounds. Such employee will be responsible for the interior and exterior maintenance and appearance of the buildings and grounds with specific duties as may be prescribed by the Board of Trustees.

Article V – Committees

- Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- Section 4. The Trustees may appointment a Chairman of the Book Committee. The Chairman shall choose his or her assistants. They have the power to select, purchase, repair, reject, and accept the books, periodicals, magazines to be placed in the library. Such committee shall not exceed the expenditures authorized in advance by the Trustees and the duties delegated to others by such trustees through appropriate resolution.

Article VI – Meetings

- Section 1. A minimum of four meetings of the Trustees of the Easton Library will be held each year. Such meetings will be held at the call of the President. Any special meetings may also be called by the President at the request of any trustee.
- Section 2. The Annual Meeting of the Association, followed by a meeting of the Trustees, shall be held on the first available evening in February at the discretion of the President. Such annual meeting shall be for the purpose of the election of officers, the adoption of annual reports, and any other such business as may be added to the agenda by the Board of Trustees.
- Section 3. 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 so far as circumstances will permit.
 - a. Roll call of members;
 - b. Disposition of minutes of previous meetings;
 - c. Treasurer's report of the finances;
 - d. Report of the Librarian;
 - e. Committee reports;
 - f. Communications;
 - g. Unfinished business;
 - h. New business;
 - i. Public presentation to, or discussion with, the Board;
 - j. Adjournment

Article VII – General

- Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move, second a proposal before the Board.
- Section 2. The by-laws may be amended by the majority vote of all the members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken. This provision may be waived in advance by any trustee not desiring to be so notified. Such waiver applies to such trustee only.
- Section 3. Any rule or resolution of the Board, whether contained in these by-laws 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 (5) of the members of the Board shall be present, a unanimous vote necessary to so approve.

Article VIII-Membership

Any person at least eighteen years of age and a patron of the Easton Library may be a member of the Easton Library Association.

ADOPTED BY THE BOARD OF TRUSTEES OF THE EASTON LIBRARY, FEBRUARY 3, 1975

Gertrude Allen, President
William T. Sherin, Vice-President
Miriam Peters, Treasurer
Francis Flatley, Secretary
John W. Visser
Ruth Schreijack
Harry R. Booth

Amendment to By-Laws of the Easton Library

The following amendments were proposed at the meeting of the Board of Trustees on November 20, 1990.

The resolutions were passed at the regular meeting of the Board of Trustees on February 3, 1991.

Resolution No. 1

BE IT RESOLVED that Article VII, Section 1 of the by-laws are amended to read as follows: An affirmative vote of the majority of all members of the Board shall be necessary to approve any action before the Board. The President may vote upon or second a proposal before the Board.

Resolution No. 2

BE IT RESOLVED that Article VIII of the by-laws be amended to read as follows: Any person at least eighteen years of age and a resident of the Town of Easton may be a member of the Easton Library Association.

Lois R. Squire
Secretary, Board of Trustees
Easton Library
February 3, 1991

Amendment to By-Laws of the Easton Library

The following amendments were proposed at the meeting of the Board of Trustees on February 26, 2001:

The resolutions were passed at the regular meeting of the Board of Trustees on April 9, 2001.

Resolution No. 1

BE IT RESOLVED that Article VI, Section 1 of the by-laws be amended to read as follows:

Section 1. A minimum of four meetings of the Trustees of the Easton Library will be held each year. Such meetings will be held at the call of the President. Any special meetings may also be called by the President at the request of any trustee.

All Trustee meetings will be held in the library. Meetings will be publicized a week in advance in local papers and notice will be posted within the library. All meetings are open to the public.

Resolution No. 2

BE IT RESOLVED that Article IX, Section 1 of the by-laws is to read as follows:

Section 1. Privacy of Records.

Information needed by the library collected from library patrons is private information and cannot be distributed to any source. The information provided by the patron for library records and use are to remain in private records of the library and is confidential.

Theresa B. Pratt
Secretary, Board of Trustees
Easton Library