

EASTON LIBRARY ASSOCIATION

BYLAWS

Revised July 2026

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 or Association).

Article II - Officers of the Association

Section 1.

There shall be seven (7) trustees on the Board of Trustees of the Easton Library Association (hereinafter the Board), each with a term of five (5) years. Appointment of trustees shall occur by election at the annual meeting. However, vacancies occurring at other times shall be filled by Board election at a meeting and confirmed at the annual meeting. Trustees must be residents of the Town of Easton.

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 one (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 includes 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 library staff or to a committee. The Board shall audit all bills and accounts of the Treasurer a minimum of once a year or on the call of the President.

Article III - Library Staff

Section 1.

A Library Director will be appointed by the Board. Such Library Director shall be appointed initially and confirmed at the annual meeting of the Board, or in the case of termination of employment, at the earliest opportunity.

Section 2.

Hiring of any other employees of the library will be made by the Board upon recommendation of the Library Director.

Article IV - Duties of Staff

Section 1.

The Library Director shall direct the library, ensure the safety and care of books and materials, classify and catalog materials, maintain records, keep detailed accounting of

monies or donations received, and provide an annual report to the Board. The Library Director is responsible for book selection consistent with Board policy, for efficient public service, and for operating within budget appropriations.

Section 2.

If employed by the Board, a maintenance employee will have charge of the buildings and grounds and be responsible for interior and exterior maintenance and appearance, with duties as prescribed by the Board.

Article V - Committees

Section 1.

The Board may create and appoint a Chair and members to Standing and Ad Hoc Committees of the Board. Standing Committees will include Finance, Program, Nominating, Bylaws, Archives, Plan of Service, Facility, and Policies. Standing and Ad hoc Committees may include Trustees and other volunteers. Ad Hoc Committees may be created for such specific purposes as the business of the Board may require from time to time. Such 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 Board at each of its regular 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.

Article VI - Meetings

Section 1.

A minimum of six meetings of the Board will be held each year. Such meetings will be held at the call of the President with one-week advance notice to Trustees and the public. Notices required by these Bylaws may be sent by regular mail or electronically. Public notices may be published in local papers or social media and in the library. Any special meetings may also be called by the President at the request of any Trustee. All meetings will be held in the library and are open to the public, unless the Board votes to go into Executive Session to discuss personnel or other confidential matters.

Section 2.

The Annual Meeting of the Association, followed by a meeting of the Trustees, shall be held on the first available evening in March at the discretion of the President. Such annual meeting shall be for the purpose of the presentation of the Treasurer's Annual Financial Report, the Library Director's Annual Report to the Community and any other such business as may be added to the agenda by the Board of Trustees. The organizational meeting of the Trustees following the Annual Meeting shall be for the election of officers.

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 as far as circumstances will permit:

1. Attendance
2. Public presentation to or discussion with the Board
3. Additions to the agenda
4. Approval of minutes of previous meeting(s)
5. Treasurer's report of the finances
6. Report of the Library Director
7. Committee reports
8. Old business
9. New business
10. Adjournment

Article VII - General

Section 1.

At any meeting duly called, a majority of the members of the Board shall constitute a quorum for the purpose of transacting the business of such meeting (4/7). An affirmative vote of the majority of the whole Board shall be necessary to approve any action before the Board. The President may vote upon or second a proposal before the Board.

Section 2.

The Bylaws may be amended only by majority vote of all Board members, provided written notice of the proposed amendment is sent by mail or electronically to all members at least ten days prior to the meeting at which the amendments are to be voted upon. Any trustee may waive this notice requirement for themselves.

Section 3.

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the 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 (5) shall be present, a unanimous vote necessary to so approve.

Article VIII - Membership

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.

Article IX - Privacy of Records

Information needed by Easton Library and collected from Library patrons is private information and cannot be distributed or disclosed to any source, unless required by law (i.e. by valid subpoena). Patron information used for library records and services must remain confidential within private records of the Easton Library.