

BYLAWS OF THE ROSWELL P. FLOWER MEMORIAL LIBRARY

1. NAME AND AUTHORITY

The Roswell P. Flower Memorial Library was chartered by the New York State Education Department in 1901. The name of this board is the Board of Trustees of the Roswell P. Flower Memorial Library.

2. MEMBERSHIP

The Board is comprised of eleven members whom reside within the Library's chartered to serve area. Each Trustee is nominated by the City Mayor.

2.1. Term of Membership:

The term of a Member is eleven years. Members of the Board may not serve more than two consecutive terms.

3. MEETINGS

Regular meetings of the Board shall be established by a resolution by the Board and posted on the library website. The date and time may be changed by the President in order to ensure a quorum or to meet special situations. Public notice is given of every meeting of the Board.

3.1. Special Meetings.

Special meetings of The Board may be called by the President of the Board or upon written request by five or more Members of The Board. Notice of the time and place of a special meeting shall be telephoned or emailed to each Member at his or her usual place of business or residence at least forty-eight hours prior to the time of the meeting.

3.2. Open Meetings.

All meetings of the Board, except executive sessions, are subject to the New York State Open Meeting Law and are open to the public.

3.3. Quorum.

Six members of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, the vote of a plurality of the Members having voting power, will decide any question brought before such meeting.

3.4. Rules of Order.

The latest revision of Robert's Rules of Order governs the conduct of all Board meetings.

3.5. Attendance at Meetings.

Any Board member who fails to attend three consecutive meetings without excuse shall be deemed to have resigned. [NY State Education Law 226.4.]

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4. OFFICERS

Officers of The Board are President, Vice-President, Secretary/Treasurer, and Assistant Treasurer.

4.1. Election of Officers.

The President shall hold office for no more than two consecutive years. The election of officers will be every two years, with the Treasure being even years and the Assistant Treasure being odd years.

4.2. Duties of President.

The President presides at all Board meetings and appoints committees of the Board.

4.3. Duties of Vice-President.

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

4.4. Duties of Secretary/Treasurer.

The Secretary/Treasurer signs all documents requiring the Secretary's signature, monitors the budget, financial records, reports, audits, and investments. Board minutes are recorded by a Library staff member designated by the Director and are approved monthly by the Board.

4.5. Duties of Assistant Treasurer.

The Assistant Treasurer monitors the budget, financial records, reports, audits, and investments.

5. COMMITTEES.

Committees are appointed as needed by the President. Committees include, but are not limited to, the Buildings & Grounds, Finance/Investment, Nominating, Policy and Executive Committee.

6. FINANCES.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State law and regulations.

7. LIBRARY DIRECTOR

The Board shall select, appoint, evaluate and terminate a properly certified library director.

8. ORDER OF BUSINESS.

The order of business at the regular meetings shall be as follows:

1. Approval of minutes of last meeting
2. Approval of Compilation Sheets
3. President's Report

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4. Treasurer's Report
5. Director's Report
6. Committee Reports
7. Old Business
8. New Business
9. Review of Tasks and Projects
10. Adjournment

This order of business may be changed at any meeting by a vote of the majority of the members of the Board present.

9. AMENDMENTS

These by-laws may be amended by a plurality vote of the Members of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.

Adopted by the Flower Memorial Library Board of Trustees, November 10th, 2015