

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. BOARD COMPOSITION

The Board is comprised of eleven trustees all of whom must reside within the Library's chartered service area.

2.1. Term of Service:

The term of a trustee is eleven years. Board trustees may not serve more than two consecutive terms. Partial terms of six years or more are considered a full term.

3. RESIGNATIONS, REMOVALS, ABSENCES, AND VACANCIES

3.1. Resignations:

Any trustee may resign at any time upon written notice or by electronic transmission to the Board. Resignation is effective immediately upon receipt of such notice.

3.2. Removals:

Any trustee duly elected or appointed may be removed by a majority of a quorum of the eligible voting trustees whenever, in its judgment, the best interests of the Library would be served thereby.

3.3. Attendance at Meetings:

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

3.4. Vacancies:

The Library Board reviews potential candidates to fill vacancies and then makes recommendations to the City Mayor. City Council appoints the trustee.

4. 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 in accordance to New York State Open Meetings Law. A staff member designated by the Director will act as Board Secretary.

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4.1. Special Meetings:

Special meetings of the Board may be called by the President of the Board or upon written request by five or more trustees of the Board. Notice of the time and place of a special meeting shall be telephoned or emailed to each trustee.

4.2. Open Meetings:

All meetings of the Board, including Special Meetings are subject to the New York State Open Meetings Law.

4.3. Quorum:

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

4.4. Rules of Order:

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

5. OFFICERS

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

5.1. Election of Officers:

The President shall hold office for no more than two consecutive years. The election of officers will be every two years.

5.2. Duties of President:

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

5.3. 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.

5.4. Duties of Treasurer:

The Treasurer signs all documents requiring the Treasurer's signature, monitors the budget, financial records, reports, audits, and investments.

5.5. Duties of Assistant Treasurer:

The Assistant Treasurer will assist the Treasurer and perform the Treasurer's duties in the absence of the Treasurer.

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6. COMMITTEES.

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

7. 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.

8. LIBRARY DIRECTOR

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

9. ORDER OF BUSINESS.

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

1. Call to Order and Introduction of Guests
2. Privilege of the Floor
3. Approval of Minutes of Last Meeting
4. Approval of Consolidated Expenses
5. President's Report
6. Treasurer's Report
7. Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Review of Tasks and Projects
12. Adjournment

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

10. AMENDMENTS

These by-laws may be amended by a majority vote of the trustees 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, February 8th, 2022