

*By-Laws  
Hammond Library  
Crown Point, New York*

*Trustees (Article 1)*

1. Under charter granted by the Regents of the State of New York, The Hammond Library of Crown Point, New York , shall have a Board of five to eleven trustees.
2. The Trustees are elected by the voters of the Crown Point Central School District, one being elected each year to hold office for five years. The election is to be held at the same time as the Annual Central School Election in June.
3. The tenure of each trustee shall be limited to two consecutive terms.

*Officers (Article 11)*

1. The officers of the Hammond Library of Crown Point shall consist of: (a) a President; (b) a Vice President; (c) a Secretary; and (d) a Treasurer.
2. It shall be the duty of the President to call all regular meetings of the Board of Trustees, giving due notice thereof through the Secretary. It shall be the duty of the President to preside at all meetings of the Board. The President shall be, ex officio, a member of all standing committees.
3. The Vice President, in the absence of the President, presides and performs the duties of the President.

## BY-Laws (cont'd)

### Officers

4. It shall be the duty of the Secretary to type all records and to enter the minutes of each Board Meeting in a book kept for that purpose and made available for public viewing.

The secretary under the direction of the President, shall give to the individual trustees due notice of all meetings to be held.

5. It shall be the duty of the Treasurer to take charge of and safely keep all money belonging to the library, from whatever source derived; to pay out the same by order of the Trustees, and to give an itemized report of all receipts and expenditures at the Annual Meeting and at other times as may be required.

### Meetings: (Article 111)

1. Regular meetings shall be held each month at dates and times to be established by the Board at the beginning of the library year and shall be open to the public except when individual personnel issues are being discussed.

2. Special meetings shall be held at the call of the President or any three trustees.

3. A majority of the designated number of the Board shall constitute a quorum.

## By-Laws (con't)

4. The Order of Business shall be as follows:

- A. Call to Order
- B. Review and Approval of previous meeting
- C. Public comments and concerns
- D. Treasurer's Report
- E. Manager's Report
- F. Committee Reports
- G. Nominations and Elections, if any
- H. Unfinished Business
- I. New Business
- J. Executive Session
- K. Adjournment

5. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees present shall be necessary for an election.

## Committees (Article iv)

1. The following will be Standing Committees: Rules; Personnel; Buildings; and Budget and Finance. These committees shall have all the usual powers associated with such committees.

2. The President of the Board shall appoint all committee members.

3. 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.

4. All committee actions are subject to approval by a majority of the Board.

## By-Laws (cont'd)

### **Library Director (v)**

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the Library. The Board will allow, if needed up to a three (3) month probationary period.
2. The Director shall be held responsible for the proper performance of duties spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken in the interests of the library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.
4. In the absence of the Library Director, supervision will become the duty of the President and/or the Vice President.

### **Amendments (Article vi)**

11. These by laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.