BYLAWS

ROSE FREE LIBRARY

Article I – NAME

 This organization is and shall be known as the Rose Free Library, existing by virtue of the provisions in the Absolute Charter Number 10,588 granted by the Regents of the University of the State of New York on September 24, 1971, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II – PURPOSE

 The Rose Free Library exists to serve the public and to perform other functions as required by the State of New York. The basic policies as explained in the Library Bill of Rights of the American Library Association (adopted June 13, 1948, amended October 19, 1979) shall guide the service of our Library.

Article III – MANAGEMENT

1. The business and affairs of the Rose Free Library shall be managed and conducted by a Board of Trustees that shall be from four to eight in number. The Trustees shall be elected for a term of five years at the annual meeting by residents of the Town of Rose who are over the age of 18 with the advice and consent of the Library Board of Trustees.
2. The term of members of the Board of Trustees shall end the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board. Tenure of members of the Board shall be limited to two consecutive full terms of five years each or, if appointed, a total not to exceed fourteen years.
3. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall be deemed to have resigned as a Trustee, and the vacancy shall be filled at the next regular meeting.

Article IV – OFFICERS

1. The Officers of the Board of Trustees shall be elected from among the Board of Trustees at the Annual Meeting of first regular meeting each year, and they shall be a President, Vice President, and Secretary. A Treasure shall also be elected each year, but need not be a member of the Board of Trustees.
2. Officers shall serve a term of one year from the Annual Meeting (January to December), at which they are elected and until their successors are duly elected. Each member of the Board of Trustees shall serve at least once as President, Vice President, and Secretary during a five year term. (The Treasurer is exempt from this requirement.)
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 ex-officio voting member of all committees, and generally perform all duties associated with that office.
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.
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, and shall perform such other duties as are generally associated with that office.
6. The Treasurer shall be the disbursing officer of the Board, shall sign all checks and shall perform such duties as are generally associated with that office. The Treasurer need not be a Trustee. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. An audit of the Treasurer’s records shall occur at least once every three years.

Article V – MEETINGS

1. The regular meeting shall be held at least four times during the calendar year. Written notice thereof shall be sent to all Trustees by the Secretary.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the whole board. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof sent to all Trustees.
4. The order of business for regular meeting shall include, but not be limited to, the following items which shall be covered in the sequence shown, as far as circumstances will permit:

Roll call of members

Disposition of minutes and previous meetings

Treasurer’s report

Action upon bills received

Report of the Director

Committee reports

Communications

Unfinished business

New business

Announcements and adjournment

1. The Librarian shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.
2. Should the Treasurer not be an elected member of the Board of Trustees, she/she shall be expected to be present at all meetings.

Article VI – LIBRARIAN

1. The Board shall appoint a Librarian who shall be the executive and administrative office of the Library on behalf of the Board and under its review and direction.
2. The Director shall recommend to the Board the appointment and specify the duties of the Library employees and no appointments, promotions, or dismissals shall be made without this recommendation.
3. The Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board, provided such appointments are reported at the next regular Board meeting for approval.
4. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of service with to the public and for operation within the budgeted appropriation.

Article VII – Amendments

The Board may amend these bylaws by a majority vote of all members provided notice of the amendment has been sent or delivered to each member of the Board two weeks prior to the meeting.

 Adopted: Annual Meeting

 January 1985

 Amended: November 13, 2021