

By-Laws of the Olive Free Library Association

West Shokan , New York 12494

Mission Statement

The Mission of the Olive Free Library is to provide library material and services that meet the educational, informational, cultural and recreational needs of this community. It also will provide a site for community activities that meet the same needs. The Olive Free Library exists to provide quality service to the residents of the Town of Olive and its neighboring towns in an open and non-judgmental environment with free access to library materials in a variety of formats.

The general goals of the library are:

- to maintain a core collection of library materials that are useful and current, whether for general educational, basic skill development or recreational needs. In addition there should be materials that are culturally important to the community, including local history, culture and classic core literature.
- maintain services that widen resources available in the larger world community of materials available both regionally and state wide
- investigate new developments in providing services and adopt them if appropriate.
- maintain and advance the role of the library and its buildings and lands as a center for our community so long as these community activities relate to the same needs as the library's collections and services and are appropriate to our legal condition and physical environment.

Preamble

The Board of Trustees (hereinafter designated as the "Board") of The Olive Free Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated March 28, 1958 and later extended and made absolute on May 27, 1966, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

Bylaws

1. NAME OF ORGANIZATION

- a. The name of the organization shall be the **Olive Free Library**

2. PURPOSE

- a. The purpose of the organization is to provide quality library service to the residents, adults and children of the communities of Olive and its environs.

3. FISCAL

- a. The fiscal year of the library shall be January 1st of each calendar year and end on December 31st of the year.

4. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of 7-11 members, elected for terms of 3 years each. The Board shall determine the number of Trustees for the year at the annual meeting. Newly elected members will take office at the annual meeting.
- b. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
- c. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- d. No member shall serve for more than three consecutive three-year terms as an officer of the Board. After serving for three consecutive terms a Trustee wishing to remain on the Board must be invited to continue to serve by the majority of current Trustees.
- e. Any vacancy shall be filled by a special election by the remaining members of the Board for the remainder of the term of that particular position. There after at the annual meeting the new board member will begin their first full term on the board.
- f. Each Trustee shall have one vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have his/her vote counted.
- h. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

5. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the annual meeting. These officers shall serve for a period of three years or until their successors shall have been duly elected. Refer to section 4(e) to fill emergency vacancies.
- b. The duties of such officers shall be as follows:
 - i. 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.
 - ii. 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.
 - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue a notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
 - iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

6. DIRECTOR

- a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

7. COMMITTEES

- a. A nominating committee shall be appointed by the President three months prior to the Annual Meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.
- b. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- e. The President shall be, ex officio, a member of all committees.

8. TRUSTEE MEETINGS

- a. There shall be ten Board of Trustee meetings for the calendar year including the Annual meeting, the date and hour to be set by the Board. Written notice of all meetings shall be emailed by the Secretary to each member at least five days before the meeting. Additional meetings may be set at the Board's discretion if deemed necessary by a majority of the Board.
- b. Public notice of the meeting schedule shall be given in accordance with the Open Meetings Law Section 104 as follows: posted in a conspicuous public place, transmitted to the news media, and posted on the Library's website. All meetings shall be open to the general public, except only in those circumstances where confidential discussion is of the utmost necessity, as provided by law.
- c. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- d. The operating and financial reports for the previous year shall be presented at the annual meeting in January.
- e. The final budget for the subsequent calendar year shall be presented for approval at the annual meeting in January.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- g. 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 unless circumstances make an altered order more efficient:
 - i. Roll call of members
 - ii. Disposition of minutes of previous regular meeting and any intervening special meetings
 - iii. Period for Public Expression
 - iv. Action on warrants
 - v. Action on other matters
 - vi. Committee reports
 - vii. Unfinished business
 - viii. New business
 - ix. Director's report
 - x. Treasurer's report
 - xi. Adjournment

9. OLIVE FREE LIBRARY ANNUAL MEETING

- a. The Annual Meeting of the Olive Free Library shall be held in the library building on the third Wednesday in January of each year at 7:00 p.m. or as designated by the Trustees. The business transacted at this meeting shall include the election of new trustees and new officers, confirm financial institutions, bookkeeper, attorney, and committee members; set regular board meeting dates

for the year, set the number of board members for the year, and appoint Officers to the board.

10. AMENDMENTS

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent trustees at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.
- b. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with 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 shall be present and two-thirds of those present shall so approve.

Amendment No 1 (Adopted October 20, 1965 in compliance with Sec. 268 of the New York State Education Law, effective April 1, 1950, and the Regulations of the Commissioner of Education pertaining to Public and Association Libraries.)

“If the Olive Free Library is abolished at any time in the future the trustees shall transfer the ownership and control of its library with all its property, real and personal, or any part thereof to the TOWN of Olive, Ulster County, New York; the trustees of the body making the transfer shall thereafter be relieved of all responsibility pertaining to the property thus transferred.”

Amendment No 2 (Adopted October 20, 1965, in compliance with Sec.266 of the New York Education Law, effective April 1, 1950 and the Regulations of the Commissioner of Education pertaining to Public and Free Association Libraries.)

“The above action to be taken upon a majority vote of the members of the Olive Free Library Association at a meeting duly held by the Association after public notice of the proposed action shall have been taken. If such library is abolished, its property shall be used first to return to the Regents, for the benefit of other free association or public or school libraries in that locality, the equivalent of such sums of money as it may have received from the state or from other sources as gifts for public use. After such return any remaining property or money shall be used as directed above by the trustees and transferred to the Town of Olive.”

10. PROCEDURE

- a. All procedures not specified herein shall be in accordance with Robert's Rules of Order, Revised.

Approved by The Olive Free Library Board of Trustees, dated March 19, 2014

Revised and approved by The Olive Free Library Board of Trustees, dated November 20, 2019