

GOWANDA FREE LIBRARY BY-LAWS

Amended: 6/19/2021

ORGANIZATION

Article 1

The name of the organization shall be the Gowanda Free Library.

Article 2

The object of the organization shall be to provide an adequate library for the Village of Gowanda and the Town of Persia, New York, and the surrounding area. The Gowanda Free Library shall function as an association library, a private corporation established by members of the Monday Evening Literary Club on November 3, 1900.

Article 3

The library will be available to the general public with fees limited to special services, in accordance with New York State Education Law.

Article 4

The Board shall have the general management of the Library and its property and audit all bills. The Board shall provide ways and means for its maintenance, suitable rooms, furniture, books, periodicals and equipment, and make rules for its convenient and free use by the public. The Board shall appoint and fix the salary of a competent library director and of needed assistants and other employees. The Board shall make bylaw, appoint special committees, and have such other powers and duties as are prescribed for trustees of association libraries by state law.

TRUSTEES

Article 5

A Board of Trustees consisting of 5-15 members shall oversee the business of the library. There shall be 7 voting positions. The Trustees shall be elected from a list proposed by the nominating committee.

Article 6

Trustees shall serve terms of five years.

Article 7

The Library Board of Trustees shall hold an annual meeting on the fourth Thursday of January at 6:30pm. Subsequent meetings will be held bi-monthly, on the fourth Thursday of the respected month at 6:30pm. Special meetings may be called by the President upon the request of three members of the Board of Trustees.

Article 8

The Board shall elect a President, Vice President, Secretary, and Treasurer at the annual January meeting.

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Article 9

A majority shall constitute a quorum for the transaction of business.

Article 10

Any Trustee elected as provided in the bylaws may be removed at any time, with cause, by vote of a majority of the Trustees. Such cause shall include failure to attend three consecutive regular Board meetings without justification acceptable to the Board, misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8. In the event of a vacancy, resignation, or removal of a Trustee, the Board shall appoint a new Trustee to act until the next annual meeting.

Article 11

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.

DUTIES OF OFFICERS

Article 12

The President shall preside at all meetings of the Board. He or she will appoint all committees and serve as an ex-officio voting member of all committees. The President shall execute all documents authorized by the Board and generally perform all duties associated with that office.

Article 13

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.

Article 14

The Secretary shall keep written minutes of all meetings of the Board, The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

Article 15

The Treasurer shall have custody of all library monies and shall receive all monies paid to the library. He or she shall pay out only such monies as are authorized. All checks shall be signed by the Treasurer. The Treasurer shall present to the board a monthly financial statement to be incorporated in the minutes of each regular board meeting.

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LIBRARY DIRECTOR

Article 16

The Library Director is appointed by the Board of Trustees. The Library Director shall be the executive officer in charge of the Gowanda Free Library and its operations and carry out the rules and regulations of the Board and execute the policies thereof.

Article 17

The Director shall actively assist all Board committees in the planning and execution of their responsibilities.

Article 18

The Library Director shall attend all Board meetings and take part in discussion, but shall have no vote. The Director shall submit to the Board all reports requested.

RULES OF ORDER

Article 19

The Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Library in all cases to which they are applicable and in which they are not consistent with these by-laws and any special rules of order the Library may adopt.

AMENDMENTS

Article 20

These by-laws may be amended, repealed, or suspended by a majority vote of the members of the Board of Trustees at any duly called regular or special meeting of said members.