

BY-LAWS
OF
BLACK WATCH MEMORIAL LIBRARY
TICONDEROGA, NEW YORK

ARTICLE I

ORGANIZATION

Charter: The library shall be known as TICONDEROGA BLACK WATCH MEMORIAL LIBRARY, Ticonderoga, New York as chartered under that name by the Board of Regents of the State of New York on December 14, 1905.

ARTICLE II

BOARD OF TRUSTEES

Numbers: There shall be a Board with a range of five (5) to fifteen (15) members; with not less than five nor more than fifteen.

Appointment: Members of the Board shall be selected by vote of the Trustees with final appointment by the Town Board. By unanimous vote of the Trustees a member may be elected to Emeritus status.

Officers: The officers of the Board shall be: President, Vice-President, and Secretary. All officers have the usual powers associated with the office and will hold the office for the duration of their term as Trustees.

Vacancies: Vacancies shall be filled at an election at a regular meeting and a majority vote of the Trustees present shall be necessary to an election. Conflict of interest shall disqualify membership on the Board.

ARTICLE III

MEETINGS

Regular: A meeting shall be regularly scheduled in each month September through June. July and August meetings will be held as needed. There shall be a minimum of four (4) Board meetings per year.

Special: Special meetings shall be held at the call of the President or any three (3) Trustees.

- Public:** Meetings shall be open to the public except when individual personnel are being discussed.
- Quorum:** A majority of the designated number of Board shall constitute a quorum.
- Order of Business:** The order of business shall be as follows:
Roll call
Review of minutes of previous meeting
Report of the Director
Committee Reports
Nominations and elections, if any
Unfinished business
New business
Adjournment
- Parliamentary Authority:** The parliamentary authority which shall govern Board proceedings shall be: "Robert's Rules of Order" (revised edition).
- Minutes:** Legible minutes of all proceedings shall be provided by the Secretary and shall be available to the public.

ARTICLE IV

COMMITTEES

- Standing Committees:** Standing committees shall include: Rules, Public Relations, Personnel, Buildings and Grounds, Budget and Finance, and Planning.
- Appointment:** The President of the Board shall appoint all committee members.
- Ad hoc:** 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. All committee actions are subject to approval by a majority of the Board.

ARTICLE V

FINANCES

- Funds:** All money received from taxes or other public sources for library purposes shall be kept as a separate library fund by the Treasurer of the municipality making the appropriation and shall be expended only under the direction of the Library Board on properly authenticated vouchers, except that money received from taxes and

other public sources for the support of a Public Library may be paid over to the Treasurer of such library upon the written demand of its Board. Trustees may hold private funds for library and elect its own Treasurer for that purpose.

- Budget:** The Board shall annually prepare a written library budget which will provide adequate funds to maintain the fiscal needs of the library. Before it is presented to the municipal government it shall be thoroughly discussed and approved by a majority of the Trustees.
- Planning:** The Board shall maintain a long-range plan covering a five (5) year period. This plan shall be subject to annual review.

ARTICLE VI

LIBRARY DIRECTOR

- Appointment:** The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library.
- Responsibility:** The Director shall be held responsible for the proper performance of duties as spelled out in the job description by the Board.
- Duties:** 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 affecting the interest 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. The Director shall be excluded from all meetings at which salary or tenure are discussed.

ARTICLE VII

AMENDMENTS

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.