

BEEKMAN LIBRARY



BY LAWS



Article I **Name and Authority**

- Sec. 1. The Name of this organization shall be the Beekman Library, hereinafter referred to as the Library.
- Sec. 2. The Library is located in the Town of Beekman, Dutchess County, New York.
- Sec. 3. The Library derives its authority from a charter issued by the State of New York Education Department on March 19, 2002.

Article II **Objectives**

- Sec. 1. The objective of the Library shall be to provide town residents the library materials and services that meet their needs for lifelong learning, literacy, enrichment and pleasure. It shall also be the goal of the library to work with the residents to fulfill their future needs regarding library services.

Article III **Membership to the Board of Trustees**

- Sec. 1. Membership shall be open to all residents of Beekman.
- Sec. 2. Membership to non-residents of Beekman may be considered and approved by the Board of Trustees.
- Sec. 3. Trustees shall not act as in-house library volunteers due to a conflict of interest.
- Sec. 4. Spouses shall not serve on the Board of Trustees at the same time.

Article IV **Board of Trustees**

- Sec. 1. **General Powers and Objectives**
The Board of Trustees, hereinafter referred to as the Board, shall adopt Bylaws, adopt a Plan of Service, and amend either as necessary. The Board will establish such policies as will insure the achievement of said objectives, employ a Director, exercise fiduciary responsibility for use of public and private funds, and secure adequate funding for the library's service program.
- Sec. 2. **Number and Quorum**
The numbers of Trustees shall be 9. A majority of the number shall constitute a quorum. Each trustee present shall have one vote.
- Sec. 3. **Nomination and Election**
Candidates for Trustees positions will attend two Board meetings. During the second meeting, candidates will be asked to state their intentions and interest in Trustee position. Voting will take place after said intentions.

- Sec. 4. Term of Office
At each annual meeting held in February, the Association Members shall elect Trustees to hold office for a five year term. Trustee terms will be staggered.
- Sec. 5. Vacancies
Vacancies which occur on the Board for reasons other than expiration of term shall be filled for the balance of the unexpired term by the nominating committee and voted on by the Board at any regular meeting.
- Sec. 6. Disqualification
A Trustee who fails to attend four Board meetings per annum, without excuse accepted as satisfactory by the Board shall, at the next regular meeting following the fourth absence, be declared to have resigned.
A Trustee may be removed for cause of action of the Board, including lack of participation.
- Sec. 7. Resignations
A Trustee may resign at any time by giving written notice to the Board, the President or the Secretary. Unless otherwise specified, the resignation shall take effect upon receipt.

Article V **Officers**

- Sec. 1. Election
The officers of the Board shall be elected for a one year term at a reorganization meeting to follow the Annual Meeting of the Beekman Library Board of Trustees.
- Sec 2. Term of Office
Officers may only hold the same office for a maximum term of two consecutive years, unless otherwise approved by the Board.
- Sec 3. Officers
Officers shall be elected by the Board from the membership of the Board of Trustees. They shall consist of a President, Vice-president, Secretary and Treasurer.
- Sec 4. Filling of Vacancies
Should an office become vacant prior to its expiration, the Board, at the first regular meeting held after such vacancy occurs, shall elect one of its members to fill the unexpired term.
- Sec. 5 The Officers, and their Duties, shall be as follows:
a. The president shall be the chief executive officer of the library board. He/she shall preside at all meetings. He/she shall have the management of the business of the board, and see that all orders and resolutions of the board are carried into effect. The president is an ex-officio member of all committees. He/she shall create all committees and appoint all committee members, except the Nominating committee.

- b. The vice-president shall have all the powers and functions of the president and such other duties applicable to the office and prescribed in the parliamentary authority adopted by the board during the absence or disability of the president.
- c. The secretary shall attend all meetings of the board. S/he shall record all votes and minutes of all proceedings in a book kept for the purpose. In two weeks following a regular or special meeting, deliver copies of the minutes to all trustees and the Director, the Library Assistant and the Bookkeeper. Notification of the next regular meeting shall be included with these minutes.
- d. The treasurer shall monitor and oversee the record keeping of internal Library staff. He/she shall submit monthly and year-to-date reports for board review and discussion prior to each board meeting. The treasurer shall be one of the co-signors of disbursements as often as possible. He/she shall render a full financial report at the annual meeting of the association if so requested and perform other such duties applicable to the office as prescribed in the parliamentary authority adopted by the board. If so trained, the treasurer shall prepare the annual financial statements for audit by the outside accounting firm. If not so trained, the treasurer shall be available to assist in the audit financial records. The treasurer shall be mindful of fiscal opportunities and hazards with regard to the proper handling and investment of Library funds. The treasurer shall be given ample time to review decisions made by the various committees when such decisions will substantially impact the Library fiscally.

Article VI **Meetings**

Sec. 1. **Regular Meetings**

- a. Regularly scheduled meetings of the Board will be held monthly at a time and place to be designated by the Board. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board.
- b. The order of business at the regular meetings shall be determined by the presiding officer and shall include the following:

Attendance
Minutes of Previous Meeting
Treasurer's Report
Summary of Payment of Bills
Director's Report
Other Reports
Communications
Old Business
New Business
Adjournment

The order of the business may, at any point in the meeting after attendance, be modified by a majority of the trustees present or at the discretion of the presiding officer.

- c. Notice of the next regular meeting will be included in the minutes, which should be emailed two weeks prior to such date. Notice of regular meetings shall be emailed to the Board, stating the time and place, by the Secretary or Director at least five, but not more than ten days prior to the meeting. Notice of regular meetings shall be posted on the library web site.

Sec. 2 Special Meetings

Special meetings may be called by the President or three trustees acting in concert. The item(s) of business shall be specified at the call of the meeting. If possible, notice of the time, place, and exact purpose of the meeting must be emailed to all members to give five days notice. In an emergency, for the meeting to be legal, it must be ratified at the next regular meeting by the Board.

Sec. 3 Executive Session

Upon the adopted motion of any trustee at any meeting, the Board may adjourn to Executive Session for such purposes as are authorized by law. The motion for Executive Session shall state the reason for the Executive Session.

Sec. 4 Annual Meeting

The Annual Meeting shall be held in February. Notice of this meeting shall be served by the Secretary or Director, in writing, on every trustee not fewer than 30 days prior to the meeting.

The order of business at the Annual Meeting shall include, but not be limited to:

Trustee election to fill expired or vacant terms
Reports from the President, Treasurer, and Executive Director.

Article VII **Committees**

Sec 1. Establishing Committees

When specialized activities or responsibilities require the formation of a committee said committees shall be authorized by the president, with the exception of the nominating committee.

Sec 2. Committee Membership

President will appoint the members and designate the chairperson of all committees. Committee members selected to serve that are not trustees must be approved by the board. The Finance Committee and Policy Committee may not include members who are not trustees.

Sec 3. Standing Committees

- a. Finance Committee - duties to include preparation of the library budget, with review of expenditures and receipts, review of salaries and other payments to employees, as deemed necessary by the Board.
- b. Policy Committee - for review and updating all policies.
- c. Nominating Committee - shall consist of three trustees of the Board. One appointment made by the president, the two remaining elected by trustees. The committee chooses one chairperson. The Nominating Committee duties include recommendations for both trustees and officer positions on the board one month prior to term expiration. In the event of a resignation, as soon as possible. The Nominating Committee shall submit a slate of candidates for each office to be filled. Before making its report, the Nominating committee should contact each person it wants to nominate in order to obtain his/her acceptance of nomination, i.e. his/her assurance that he/she will serve in the specified office if elected. The committee will present the slate at the time of the election. Nominations from the floor may then be made. If there is more than one candidate for an office, the vote shall be taken by paper ballot.
- d. Personnel Committee - for review and updating of all personnel issues.

Article VIII **Director**

- Sec 1. Board shall appoint a Library Director who shall be responsible for the daily operation of the library. The Director shall also act as liaison between the Board and the Mid-Hudson Library System.

Article IX **Amendments**

- Sec 1. Amendments to these by-laws may be proposed at any regular meeting but shall become effective only after a favorable vote at a subsequent meeting. A favorable vote is 2/3 approval of the entire board.

Article X **Parliamentary Authority**

- Sec 1. The Board shall be guided by Robert's Rules of Order, most current edition.



APPROVED BY THE BOARD OF TRUSTEES April 27, 1987 by Gloria Bascombe, Pres.

Amended and approved by Board of Trustees Feb. 27, 1989 by Edwin Lieberthal, Pres.

Jan. 22, 1990 by William Dean, Pres.

Feb. 24, 1997 by Michael Frattura, Vice-pres.

Amended and approved by the Board of Trustees

March 6, 2001 by Kate Monroe, Pres.

Amended and approved by Board of Trustees

January 24, 2005 by Kate Monroe, Pres.

Amended and approved by Board of Trustees

September 27, 2010 by Thomas A. Kraft, Pres.

Amended and approved by Board of Trustees

March 26, 2012 by Thomas A. Kraft, Pres.

Amended and approved by Board of Trustees (change number of trustees from 11 to 9)

July 24, 2017 by Thomas A. Kraft, President