

BYLAWS
of the
ROYALTON HARTLAND COMMUNITY LIBRARY
(Formerly known as MIDDLEPORT FREE LIBRARY)

MISSION STATEMENT

The mission of the Royalton Hartland Community Library is to provide an opportunity for learning, recreation and personal growth for the residents of the community through the resources and personnel of the library.

We, the Library Board of Trustees, believe that the mission of this library follows the association district library model in accordance with the New York State Education Law.

PREAMBLE

The Middleport Free Library (the "Association") was issued a provisional charter by the Board of Regents of the State of New York on July 19, 1929, which provisional charter was extended by the Regents on December 29, 1940, and made absolute by action of the Regents on April 18, 1947. The Association Charter was further amended by action of the Regents adopted on December 15, 2009. Effective upon approval by the Regents of the petition of the Association to be recognized as an "association district" library, the name of the Association shall be changed to the "Royalton Hartland Community Library". The principal office of the Association shall be located at 9 Vernon Street, Middleport, New York 14105. Approval by the NYS Board of Regents was given on 4/6/12. The Association includes residents of the Royalton Hartland Central School District which encompasses the Village of Middleport, as well as the Towns of Hartland and Royalton and portions of the Towns of Shelby and Lockport, NY.

BYLAWS

• **NAME OF ORGANIZATION**

The name of the organization shall be the Royalton Hartland Community Library.

• **PURPOSE**

The purpose of the organization is to provide superior library service to the residents, adults and children, residing in the Royalton Hartland Central School District.

• **FISCAL**

The fiscal year of the library shall be July-June.

BOARD OF TRUSTEES

- It shall be the responsibility of the Association to elect Trustees to full terms of membership on the Association Board to be known as the Board of Trustees.
- A trustee's term shall be three (3) years and until their successors are duly elected and take office.
- Trustees of the organization shall be no fewer than five (5) and no more than fifteen (15).
- Terms may be staggered in such manner as the Board of Trustees may approve from time to time. Trustees may succeed themselves.

- The Board shall have full power and authority to administer the property and affairs of the Association and the Library, subject to the terms of these Bylaws, the Association Charter and Education Law.
- Any vacancy in office shall be filled at a regularly scheduled or special meeting by special election by the remaining members of the Board for the remainder of the term of that particular position.
- Trustees must be residents of the Royalton Hartland Central School District.
- Election of new Trustees:
 - The Library Board Secretary shall provide notice of the annual election of Trustees at least 60 days prior to the annual meeting.
 - An eligible candidate must be a resident of the Royalton Hartland Central School District at least 60 days prior to the annual meeting.
 - The candidate must submit a petition to the Library Board Secretary, signed by at least 15 residents of the Royalton Hartland Central School District and a completed Trustee Elections packet at least 30 days prior to the annual meeting.
- 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.
- The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.
- 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.

OFFICERS

The officers of the Association shall be elected by the Board of Trustees at the Annual Meeting. They are - President, Vice-President, Secretary and Treasurer, whose duties shall be those usually associated with the office held.

- **President** – will act as the executive head of the Association and Board of Trustees; preside at Association and Board meetings and serve as ex-officio member of all committees.
- **Vice-President** - will assume the responsibilities of the President during his/her absence. Should the office of the President become vacant, the Vice-President shall assume the office until the next annual meeting.
- **Secretary** - will keep accurate record of the transactions of the Association; answer all correspondence; see that the Press is informed of all the information concerning the organization that would be of interest to the public; and furnish the Press with notices of meetings when required to do so.
- **Treasurer** - will receive and have charge of the funds of the Association, said funds to be deposited in such bank as may be designated by the Board of Trustees, and such funds to be placed in the name of the Association. He/she will pay by check or electronic transfer all bills upon order of the Board of Trustees. Dual signatures on all checks are required.

LIBRARY DIRECTOR

- The Board shall appoint a qualified Library Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library. The Library Director is employed by the Board, reports directly to the Board, and works under the direction and review of the Board.
- The Director shall be responsible for the care of the building 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 efficient and quality of library service. The Director shall attend all Board meetings and will have the right to speak on all matters under discussion but will not have the right to vote.

COMMITTEES

- Committees for specific purposes will be appointed by the President. Such committees shall serve until the completion for the work for which they were appointed.
- All committees shall make a progress report to the Board at its meetings.
- All committee actions are subject to approval by a majority of the Board.
- The President shall be, ex-officio, a member of all committees.

MEETINGS

- The Annual Meeting of the Association shall be held at the Library or other designated location as soon as practicable following the close of the Library's fiscal year on June 30th on a date designated by the Board of Trustees. Annual reports shall be presented by the Library Director and Association Treasurer.
- Special meetings of the Association may be held when necessary. A notice of every meeting of the Association shall be published in local newspapers and on the Library website between five (5) and ten (10) days prior to the meeting and otherwise comply with the Open Meeting Law.
- A majority of the entire Board of Trustee members must be present in order to constitute a quorum. The vote of a majority of the Trustees present at the time of the vote shall be the act of the Board.
- The Board of Trustees shall meet at least 7 times per year. Meetings are open to the public.
- The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in sequence shown unless circumstances make an altered order more efficient:
 - Call to order and Pledge of Allegiance
 - Adoption of Agenda
 - Public Comment Session
 - Secretary's Report

- Friend's Report (if provided)
- Committee Reports
- Old Business
- New Business
- Public Comment Session
- Dates of future Board Meetings
- Adjournment

AMENDMENTS

Amendments to these Bylaws may be proposed at any regular or special meeting, but shall become effective when approved by a 2/3 vote of the entire members of the Board of Trustees. Copies of the Bylaws, as amended, shall be posted in and made available at the Library.

PROCEDURE

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

Revised and approved 3/26/12
Amended and approved 6/4/12
Amended and approved 7/18/22