

By-Laws of the NorthEast-Millerton Library
Millerton, New York
Amended August 10, 2022

Article I: Name and Membership

- Section 1. This Association shall be known as the NorthEast-Millerton Library.
- Section 2. The area to be served is the Town of North East and the Village of Millerton.

Article II: Trustees

- Section 1. The property, affairs, concerns and power of the Association shall be vested in a Board of Trustees consisting of no fewer than seven and no more than eleven persons, all members of the Association. Trustees will be elected annually for a term of five years. Following the Annual Member's Meeting, the Board will elect to serve in office from its own membership a President, a Vice President, a Secretary, and a Treasurer each to serve for five years.
- Section 2. All officers shall have the usual powers associated with their office (or their duties may be specifically noted in the By-Laws).
- Section 3. In the event of a vacancy in the board of Trustees or in any office or committee of the Association selected by the Board of Trustees, the Board of Trustees shall make an appointment to fill such vacancy for the remainder of the term.
- Section 4. Their successors are to be chosen as terms expire by the members of the Board. If a Trustee leaves without finishing their term, their successor will finish the remainder of the departing Trustees term.
- Section 5. Terms should be staggered so no more than two Trustee terms shall end in one year. If the number trustees increases or decreases the number of terms ending in a particular year shall be proportional.
- Section 6. There is no limit on the number of consecutive terms an officer may serve.
- Section 7. Trustees shall either be residents of, owning property or employed in, the Library's chartered service area. Trustees that cease to be residents of, owning property or employed in, the Library's chartered service area during their term, may remain as a Trustee.
- Section 8. A Trustee who does not attend three consecutive meetings without excuse accepted as satisfactory to the Trustees, that Trustee shall be deemed to have resigned. The President shall inform the absent Board member in writing of an automatic dismissal or deferred dismissal. In the case of a deferred dismissal, the President will also inform the absent Board member of any conditions on the deferral.
- Section 9. The Board may remove or suspend a Trustee for misconduct, incapacity, neglect of duty, or due cause at any meeting of the Board by a two-thirds (2/3) vote of the remaining Trustees.

Article III: Meetings

- Section 1. Regular meetings of the Board of Trustees shall be held at least ten times each year (or determined by the needs of the library), the first in January immediately after the Annual Member's Meeting. One Board meeting will be held each subsequent month at the hour and in the place declared by the Board.
- Section 2. The library year shall close on December 31. The Annual Meeting of the members of the Association shall be held during the next scheduled meeting date following the end of the fiscal year in order to elect Trustees as prescribed in these By-Laws and to receive for their consideration the yearly reports of the trustees and other officers of the Library.
- Section 3. Special meetings may be called at any time by the Board of Trustees at which time no business shall be considered except that set forth in the notice.
- Section 4. Notice of meetings is to be made at least five days in advance either by mail or by news media. Notice of special meetings to be called at the discretion of the Board of Trustees also must be given in like manner.
- Section 5. A majority of the trustees shall constitute a quorum at any meeting of the Board of Trustees.
- Section 6. The order of business for regular meetings shall include, but is not limited to, the following items which shall be covered in the sequence shown unless circumstances arise that make an altered schedule more efficient:
- I. Roll call of members;
 - II. Disposition of minutes of previous regular meeting and any intervening Special Meetings;
 - III. Treasurer's report and approval of expenditures;
 - IV. Director's report;
 - V. Committee reports;
 - VI. Unfinished business from prior meetings;
 - VII. New business;
 - VIII. Adjournment.
 - IX. Period for Public Comments;

Article IV: Library Director and Staff

- Section 1. The board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and oversight. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books, in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.
- Section 2. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests 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.

Article V: Committees

- Section 1. The Board of Trustees shall appoint committees as desired to serve for one year.
- Section 2. The President of the Board shall appoint all committee members.
- Section 3. 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.
- Section 4. All committee actions are subject to approval by a majority of the Board.

Article VI: General

- Section 1. Upon notice of not less than two meetings containing proposed amendment, these By-Laws may be altered or amended in whole or in part at any meeting of the association by a majority of the trustees at such meeting.