

INTERLAKEN PUBLIC LIBRARY
BY-LAWS

MISSION STATEMENT

The mission of the Interlaken Public Library is to provide public access to technology, and to educational, cultural, and entertaining materials that cover a diverse array of topics that meet the needs of our community.

ARTICLE 1. NAME AND ORGANIZATION

The name of this library shall be **Interlaken Public Library**, and is located in the Hinman Memorial Building, 8390 Main Street, Interlaken, New York 14847.

The library is organized and operated exclusively for educational purposes as defined in section 501(c)(3) of the Internal Revenue Code.

ARTICLE II. PURPOSE

The purpose of the library is to provide library service to the residents of the community.

ARTICLE III. FISCAL YEAR

The fiscal year of the library shall be January through December.

ARTICLE IV. BOARD OF TRUSTEES

Section 1

The library shall be governed by a Board of Trustees consisting of no less than five (5) and no more than nine (9) members. The Board shall establish all library policies and shall oversee all of its operations in concert with the Librarian.

Section 2

Each member of the Board of Trustees shall be appointed to a term of five years by the Interlaken Village Board upon nomination by the members of the Interlaken Library Board of Trustees. In the case of a vacancy occurring prior to the end of a full term, the Village Board, upon nomination by the Board of Trustees, shall appoint an individual to serve the remainder of the term. Trustees shall not serve more than two (2) consecutive full terms unless otherwise approved by the Board of Trustees.

Section 3

Eligibility for office shall be open to those individuals (18 and over) residing within the boundaries of the library district which are also the boundaries of the Village of Interlaken. An appointment of an individual residing within the Town and outside the Village is allowed but must also be approved by the Town of Covert Board for as long as the Town contributes funding to the Library.

Village and Town Board members are not eligible for appointment to the Library Board.

Section 4

Nominations for the Board of Trustees positions shall be made by a committee of the whole Board with formal elections to take place at the January annual meeting, with vacancies to be filled as needed.

Section 5

A trustee must be present at a meeting to have his/her vote counted.

Section 6

The board may remove a trustee for misconduct, incapacity, neglect of duty, refusal to effect the library's purpose, or for three or more unexcused absences.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Officers

1. Elected officers shall include: President, Vice-President, Secretary, and Treasurer.
2. All officers shall be members of the Board except for the office of Treasurer, which may be appointed upon unanimous vote of the Board of Trustees.
3. Officers of the Board shall be elected to terms of one year at the regular annual meeting of the Board.
4. Officers may serve more than one consecutive one-year term except that a President or Vice-President shall not serve more than three consecutive one-year terms.

Section 2. Duties

President

The President of the Board shall: prepare the agenda with the Library Director; issue notices of meetings for the Board and public; preside at all meetings; appoint all committees; certify all bills for payment, except for regular budgetary items; call for special meetings; and generally perform the duties of a presiding officer.

Vice-President

The Vice-President shall preside in the absence of the President.

Secretary

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings and conduct such correspondence as the President directs.

Treasurer

The Treasurer shall keep an accounting of the library funds and make available for each regular meeting the state of such funds. He/she shall invest all funds approved by the Board of Trustees and shall pay any bills which are anticipated in the annual budget and approved by the board.

In the absence of, or inability of, the Treasurer to perform assigned duties, the Board shall designate another member or non-member of the board to carry out these duties.

ARTICLE VI. STANDING COMMITTEES

The standing committees shall be appointed each year by the President of the Board of Trustees. Non-board members may be appointed to serve on committees upon unanimous vote by the Board of Trustees.

ARTICLE VII. LIBRARY MANAGER

The Library Manager:

1. shall carry out all policies and procedures adopted by the Board of Trustees;
2. shall oversee the operation of the library during open hours;
3. shall see that library staff and volunteers are appropriately hired, trained, and directed;
4. shall ensure that all library equipment is in operating condition;
5. shall ensure that the library's website is kept current;
6. shall check and respond to emails and other communications on a timely basis;
7. shall research and work on grants, fundraising ideas, and articles/publicity;
8. shall submit to the board reports and recommendations of policies and procedures which in her/his opinion will improve the quality and efficiency of library service;
9. shall present and discuss financial matters at each regular meeting, prepare preliminary budget estimates, and have a full understanding of the budget;
10. shall attend all regular and special Board meetings except for the portion of a meeting at which the Library Manager's appointment or salary is to be discussed or decided;
11. shall prepare the agenda for each meeting in concert with the Board President and disseminate as directed and in a timely manner;
12. shall present a written report of activities at each board meeting;
13. shall represent the library at community and group meetings;
14. shall attend Library System workshops and professional meetings; and
15. shall complete the required annual report, ensuring its timely submission and distribution to all board members.

ARTICLE VIII. MEETINGS

All meetings are open to the entire community according to the New York State Open Meetings Law and shall be conducted according to those rules.

Section 1.

There shall be a minimum of seven (7) meetings per year. Meeting dates and times shall be set each year at the annual meeting in January. Notice of all board meetings shall be sent to news media, posted on the library's website, and posted in the library.

Section 2.

The April meeting shall be designated as the official annual meeting.

Section 3.

Special meetings may be called by the President or two trustees for the purpose of transacting business stated in the call for a meeting.

Section 4.

A quorum of the Board shall consist of a majority of the board.

Section 5.

Approval of a motion at any meeting shall require a majority of the board to cast affirmative votes.

Section 6.

All meetings of the Board shall be open to the public and be conducted according to Robert's Rules of Order.

Section 7.

The order of business at all regular meetings of the Board shall include the following and other such items as determined by the President:

1. Call to order
2. Public Comment
3. Approval of Minutes of Previous Meeting(s)
4. Correspondence
5. Treasurer's Report
Approval of expenses
6. Library Manager's Monthly Report
7. Reports of Committees
8. Old Business
9. New Business
10. Executive Session
11. Adjournment

ARTICLE IX. AMENDMENTS

These by-laws may be amended at a regular meeting of the board upon the favorable vote of a majority of trustees. The proposed changes must be posted at least 15 days prior to the next regular meeting in the same manner as posting of meeting notices. Each trustee shall be notified in writing.

The charter for the Interlaken Public Library was granted on September 20, 1923 and amended on December 13, 2016.

These by-laws were amended at a regular meeting of the Interlaken Public Library Board of Trustees on June 28, 2017.