



Bylaws of the Apalachin Library Association

(Adopted June 16, 2008)
(Revised September 15, 2008)
(Revised May 18, 2009)
(Revised March 15, 2010)
(Revised March 13, 2018)
(Revised October 20, 2020)
(Revised September 20, 2022)
(Revised January 17, 2023)
(Revised August 15, 2023)

ARTICLE I - NAME

The name of this organization is the Apalachin Library Association.

ARTICLE II - PURPOSE AND AUTHORITY

The purpose of the Association is to provide superior library services to the adults and children of the Apalachin area by overseeing the operation of the Apalachin Library. The Apalachin Library is a corporation created and chartered under provisions set forth in Section 253 of the New York State Education Law, by the Board of Regents of the State of New York. It shall conform to the laws of New York State, the regulations of the Commissioner of Education, and the rules defined within this document.

ARTICLE III - FISCAL YEAR

The fiscal year of the Association shall coincide with the calendar year, from January 1 to December 31.

ARTICLE IV - MEMBERSHIP

Section 1: All persons, eighteen years or older, who reside or own property in the two Apalachin Census Tracts: Census Tract 204.01 and Census Tract 204.02 shall be members of the Association.

Section 2: Members of the Association shall be eligible to vote for Trustees, for bylaw revisions, or at Special Meeting of the Association.

ARTICLE V - BOARD OF TRUSTEES

Section 1: The governance and administration of the Apalachin Library Association and the Apalachin Library is vested in the Board of Trustees, hereinafter designated as the “Board”.

Section 2: The Board shall consist of seven Trustees, each of whom must live in Tioga County. No employee of the Apalachin Library may serve as a Trustee. No Trustee may be employed by the Association at the time of their Board service. Former employees may not be appointed or elected to the Board of Trustees within five years of the date of their last employment with the library.

Section 3: After a vetting process with a written application, Trustees are elected by the members of the Association or appointed by the Board to fill a vacancy for the remainder of the calendar year.

Section 4: Trustees elected by the membership shall serve terms of five years, commencing with the January Board meeting. Trustees may serve three consecutive terms. After the three terms, the Trustee must take at least 1 year off.

Section 5: Each Trustee shall have one vote, irrespective of office held or duties that they perform.

Section 6: The Library will follow New York State Open Meeting Law guidance for holding meetings and voting.

Section 7: The Association has and will continue to hold Directors and Officers Insurance.

Section 8: In addition to upholding their duties to the Board and to the Library, Trustees who have been in service for at least three months are required to complete two hours of training each year. Trustees will follow Education Law 260-d added by Chapter 468 of the Laws of 2021 and complete two hours of trustee education annually to remain a trustee of the Apalachin Library. Regardless of start date, a year is defined as January through December. Should a trustee not complete two hours of training between January and December, they will be removed from the Board.

Section 9: Trustees must represent the library in the community. Therefore, the Board reserves the right to remove a trustee from board service if it determines that the trustee has engaged in conduct that is in conflict with the best interests of the library. Reasons for removing a trustee include: an unresolved conflict of interest, fraud, sexual or other harassment; failure to perform the duties of a trustee through absence or nonparticipation in board activities; failure to complete required training; and other personal conduct deemed to be contrary to the best interests of the library. A hearing for the removal proceeding shall be held before the Board upon ten days’ notice to the Board and the Trustee involved. The notice shall specify the charge to be heard. If the Trustee is not present, they will be notified of the outcome, in writing, by the Board President.

Section 10: 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 their office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

ARTICLE VI - NOMINATION AND ELECTION OF TRUSTEES

Section 1: Anyone residing in Tioga County is eligible to run for election as a Trustee and to vote in such elections.

Section 2: Every candidate for election to the Board of Trustees must state a willingness to serve if elected.

Section 3: As openings occur, the Board and Director shall solicit candidates for consideration.

Section 4: Any candidate interested in serving as a Trustee shall be vetted by the current Board. Please see the Board Member Selection Process for details.

ARTICLE VII - OFFICERS

Section 1: The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, elected by the Board at the Annual Meeting in January.

Section 2: The President, Vice President, and Secretary shall serve one-year terms or until their successors have been duly elected. The Treasurer shall serve two-year terms or until their successor has been duly elected.

Section 3: A Trustee may serve up to three consecutive terms as a specific Board Officer.

Section 4: Officer Duties:

President:

The President shall function as the Chief Executive Officer of the Association. The President shall preside at all meetings of the Board, authorize calls for any special meetings, make all committee appointments, pursue funding opportunities, and execute all Documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Vice President:

The Vice President shall function as the Chief Operating Officer of the Association. The Vice President shall perform the duties of the President in their absence. The Vice President shall assist with grant applications and any other matters, as directed by the President.

Secretary:

The Secretary shall keep true and accurate records of the Board, and shall issue notice of all regular and special meetings, shall have custody of all records and official documents belonging to the Association, shall receive and record the results of the regular election of officers, and shall perform such other duties as are generally associated with that office. The Secretary shall work with the Library Director to ensure that meeting minutes and agendas are posted on the Library website in accordance with Open Meeting Law and current regulations.

Treasurer:

The Treasurer shall be the disbursing officer of the Board, and shall perform such duties as generally associated with the office. The Treasurer shall prepare an annual budget, in consultation with the Board and Library Director, produce a monthly financial report at Board Meetings, produce a year-end financial report, and attend to the prompt payment of employees and bills. The Treasurer will be responsible to complete the financial section of the New York State Annual Report. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate. The Treasurer can be a Board member or an individual experienced with accounting. The Treasurer of the Board shall sign all general fund or capital improvement funds after approval by the Board. Checks requiring two signatures shall be signed by both the Treasurer and designated Trustee.

Section 5: One individual shall attend the Friends meetings and the Board meetings. This individual will be asked to serve as a conduit between the groups, giving a report at each meeting. The Library Director, the Friend's President, or any other contributing member may serve in this role. The individual in this role will provide a report at Board of Trustee meetings.

Section 6: At the expiration of their terms of office, the officers shall deliver to their successors such books and records as belong to their offices.

ARTICLE VIII - MEETINGS

Section 1: The Apalachin Library Association Board of Trustees complies with the New York State Open Meetings Law Article 7, and Education Law Title 1, Article 5, Section 260a. All Apalachin Library Association Board of Trustees monthly meetings and committee meetings are open to the general public. The Association may, at its discretion, provide for remote participation in Board Meetings by board and committee members, as allowed by applicable state law and any regulations in force. Notice to the public that remote connections will be used must be advertised 72 hours in advance. Members of the public who connect remotely will have muted microphones except during the public expression period or by request of a trustee.

Section 2: Following Open Meeting Law guidelines, closed or Executive Sessions may be called and minutes will be kept and made available.

Section 3: The minutes of the Board of Trustees will be distributed to members of the Board of Trustees, and are also available to the public.

Section 4: Board Meetings shall take place on the third Tuesday of each month unless otherwise scheduled due to holidays, or trustee availability.

Section 5: The Annual Meeting in January shall be called for –but not limited to- the following purposes: receiving reports of the President, Treasurer, Library Director, electing Officers for the succeeding year, and adopting a budget for the New Year. Amendments to the Library bylaws will be voted on and, if approved and ratified at this meeting.

Section 6: Special meetings of the Board, for a specific purpose, may be called by the President or upon the written request of three Board members. No business may be transacted at such a meeting other than the slated purpose.

Section 7: A simple majority of the Board members present shall constitute a quorum for the purpose of conducting all business. If there are less than four Board members present, the vote should be postponed. If a quorum is not present, the attending members may schedule another meeting within one week. The presiding officer will notify the absent members of the new meeting at least 48 hours prior to the date of the meeting.

Section 8: Notice of the time and place of regularly scheduled meetings is given to the public via the Library newsletter and website.

Section 9: Any Trustee absent from three consecutive meetings, unless excused by the Board shall be deemed to have resigned.

ARTICLE X - ORDER OF BUSINESS

The order of business for regular meeting shall include, but not be limited to the following:

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes of previous regular meeting and any intervening special meeting
4. Friend's Report
5. Treasurer's Report
6. Director's Report
7. Maintenance Report
8. Old Business
9. New Business
10. Period for Public Expression
11. Executive Session (when required)
12. Adjournment

ARTICLE XI - LIBRARY DIRECTOR

Section 1: The Board shall select, appoint, and evaluate a qualified Library Director and determine the compensation of all library employees.

Section 2: The Director shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board.

Section 3: The Director shall be responsible for the care of the Library's holdings and equipment; for the employment and supervision of the library staff; for the efficiency of the Library's service to the public; and for the operation of the Library within the financial conditions contained in the Annual Budget.

Section 4: The Director shall render and submit to the Board monthly reports and make recommendations for policies and procedures, which, in the opinion of the Director, will improve the efficiency and quality of library services.

Section 5: The Director shall attend all Board meetings except any portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

ARTICLE XII - AMENDMENTS

Section 1: Amendments to these bylaws may be proposed at any regular Board meeting and shall be voted upon.

Section 2: Written notice of the proposed amendment or amendments shall be sent to all absent members. Written notice will also be posted in the Library for the benefit of Association members.

Section 3: A simple majority (quorum) of those voting shall be sufficient for adoption of an amendment.

ARTICLE XIV - PROCEDURE

Robert's Rules of Order, Revised, except where inconsistent with these bylaws, shall govern all proceedings of the Association.