

BYLAWS OF THE BOARD OF TRUSTEES OF THE FAIR HAVEN PUBLIC LIBRARY

- I. Name – This organization shall be called “The Board of Trustees of the Fair Haven Public Library” existing by virtue of the provisions of the laws of the State of New York, and exercising the powers and authority and assuming the responsibilities delegated to it under said law.
- II. Object – To maintain a circulating library, which is housed in a municipally owned building, free for public use in the chartered area.
- III. Officers.
 1. There shall be five (5) trustees, elected to 5-year terms.
 2. At each annual meeting, the trustees shall elect from their own number to hold office for one year, a President and a Vice President. The treasurer and secretary need not necessarily be trustees.
 3. The Trustees shall have the general management of the library and its property. They shall provide ways and means for its maintenance and endowment; suitable rooms, furniture, books, and serials for its equipment; and make rules for its convenient and free use by the general public. They shall appoint and fix salary of a competent Library Director and of needed assistant and other employees. They shall make Bylaws, appoint needed committees, and have other powers and duties as are prescribed of public libraries by New York State Law.
 4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, 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.
 5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 6. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notices of all meetings, and shall perform all duties generally associated with that office.

7. The Treasurer shall receive, hold, and payout the funds of the library under the direction of the Trustees.
8. The Library Director shall have charge of the library and its operation under the direction of the Trustees.

IV. Meetings

1. Meetings of the Board of Trustees shall be held four times each year, the dates to be determined at the annual meeting.
2. The annual meeting, which shall be for the purpose of the election of the officers and the adoption of an annual budget, shall be held at the time of the 1st regular meeting of each year.
3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.
 - a) Roll call of members
 - b) Disposition of minutes of previous meeting.
 - c) Financial Report of the library.
 - d) Action on bills.
 - e) Progress and service report of Library Director.
 - f) Committee Reports.
 - g) Communications.
 - h) Unfinished business.
 - i) New business.
 - j) Public presentation to or discussion with board.
 - k) Adjournment.
4. Special meetings may be called by the Secretary at the direction of the President, or at the request of two members, for the transaction of business as stated in the call for the meeting.
5. A quorum for the transaction of business at any meeting shall consist of a majority of members of the board present.
6. Conduct of meetings; Proceedings of all meetings shall be governed by Robert's Rules of Order.

V. Amendments.

These Bylaws shall be amended by two-thirds vote of the members polled at any meeting called by the Board of Trustees, provided written notice of the proposed amendment is made with the Boards notice of the meeting. No amendment can be written that will abridge the authority and scope of the Board of Trustees as stated above.

VI. Committees.

The President shall appoint committees of one or more Board members each for specific purposes as the business of the Board may require from time to time. Each committee shall report to the Board, on request from the President. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Revised and Adopted

6/10/2020