**By-laws of the Ellington Farman Library**

**Ellington, New York**

**Article I. Mission**

The mission of the Ellington Farman Library is to provide free access to resources that enhance and enlighten the lives of its patrons.

**Article II. General**

**Section 1:**  The name of this library will be the Ellington Farman Library.

**Section 2:** The Library will be located at Ellington, NY, Chautauqua County.

**Section 3:** The purpose of the Library will be to maintain a circulating library and a multi-purpose room free for public use.

**Article III. Membership**

**Section 1:** There will be a Board of Trustees consisting of up to eleven members who are each elected by members of the Board for a term of five years. There will be no limitation of terms. Vacancies will be filled by the Board when required.

**Section 2:** The Trustees will provide general management for the Library and property. They will review applications to Library staff and volunteer positions, and either approve or deny those applications. They will fix the salaries for the Library Director and other employees. They will maintain the By-laws, establish policies, and have other powers and duties as prescribed by New York State law for the Trustees of Public Libraries.

**Section 3:** Any Trustee who is absent from three consecutive meetings without excuse may be dismissed from the Board, pending review. Excuse from Board meetings will be granted to any Trustee who notifies any attending Trustee prior to the meeting. Any Trustee who is absent from 50%, or more, of the Board meetings held within any calendar year may be dismissed, pending Board review.

**Article IV. Officers**

**Section 1:** The officers of the Board will be a President, a Vice-President, a Secretary, and a Treasurer. Consecutive terms of office will be limited to two full two-year terms, excluding any portions of terms completed for resigning officers. Two officers will be elected annually at the first regular meeting of the calendar year.

**Section 2:** The President will preside at Board meetings, appoint regular and special committees with Board approval, execute documents authorized by the Board, and perform the duties generally associated with that office. The President will be a voting member of the Board.

**Section 3:** The Vice-President, in the event of the absence or disability of the President or of a vacancy in that office, will assume the office and perform the duties of the President.

**Section 4:** The Secretary will keep an accurate record of all Board meetings, will maintain a historical chart of the officers and Trustees, will notify Trustees of all meetings, will perform communications as directed by the Board, and will perform other duties generally associated with that office.

**Section 5:** The Treasurer will sign checks, keep an accurate record of all Library accounts, and perform other duties generally associated with that office. The Treasurer will provide information for an annual financial review to be conducted by a qualified person who is not a Board member and who is not otherwise employed by the Library.

**Article V. Library Director**

**Section 1:** The Board will appoint a qualified Library Director who will be the administrative officer of the Library.

**Section 2:** The Library Director will be responsible for all functions and requirements listed in the Library Director’s Position Description.

**Section 3:** The Library Director will attend Board meetings as a non-voting member, and will also attend budget meetings and public meetings where action may be taken which may affect the Library. The Library Director will provide a report to the Board at each regular meeting.

**Article VI. Meetings**

**Section 1:** Regular meetings will be held at dates and times established by the Board at the beginning of each calendar year. Meeting times will include both “Call to Order” and “Adjournment” times. Regular meetings will be open to the pubic except for discussion of personnel or confidential issues.

**Section 2:** A simple majority of the total number of current Board members will constitute a quorum. A quorum is necessary to conduct any business requiring a vote by the Trustees. For a motion to pass, a quorum must be present, and a majority of those present must vote in favor of the motion.

**Section 3:** The Agenda for regular meetings will be as follows:

1. Call to Order
2. Community or Guest Speakers
3. Secretary’s Report
4. Treasurer’s Report
5. Library Director’s Report
6. Committee Reports
7. Old Business
8. New Business
9. Adjournment

**Section 4:** Special meetings may be held at the request of the President or of any three trustees. A minimum of three days notice must be given to all Board members before a special meeting. Notice must include the specific purpose(s) for the meeting.

**Article VII. Committees**

**Section 1:** The following are standing committees:

1. Budget and Finance Committee
2. Building Committee
3. By-laws Committee
4. Fund Raising Committee
5. Library Grants Committee
6. Nominating Committee

**Section 2:** Committee members and Chairs will be appointed annually by the President, with Board approval, at the first meeting of each calendar year. A non-Board member may be appointed to a standing committee to bring specific abilities to that committee. Each standing committee will be chaired by a Board member who is responsible for reporting regularly to the Board. See Attachment A for statements of committee functions.

**Section 3:** Ad Hoc Committees may be appointed by the President with approval of the Board. Non-Board members may be appointed to ad hoc committees to bring specific abilities to the committees.

**Article VIII. By-laws**

**Section 1:** These By-laws may be revised by majority vote at a regular meeting at which a quorum is present. Proposed revisions must have been presented in writing at a prior meeting.

**Section 2:** Any Trustee may submit proposed revisions to the By-laws Committee for review and follow-up with the Board.

By-laws approved July 22, 2002.

Revisions approved July 30, 2007.

Revisions and Attachment A approved May 24 2010.

Revisions approved March 25, 2013.

Revisions approved November 24, 2014.

By-laws adopted as Ellington Farman Library By-laws January 26, 2015.

Reviewed and approved on December 7, 2015.

Revisions to Article VII and Attachment A approved January 29, 2018.

**General Functions of Standing Committees**

By-laws Attachment A

**Budget and Finance Committee**

* Composed of Board officers and is chaired by the Board Treasurer.
* Develops an annual budget which is brought to the Board for approval and to the Town Board for an annual funding request.
* Monitors the budget by quarterly review of income and expenses.
* Reviews major extraordinary expenditures not presented in the original budget and makes recommendations to the Board.
* Develops ongoing plans to increase the endowment fund.
* Collaborates with the Fundraising and Library Grants Committees to seek other sources of funding.

**Building Committee**

* Oversees the general maintenance of the Library building and property. Issues requiring funding are brought to the Board for approval.
* Maintains use of the library display case.
* Reviews requests for use of the multi-purpose room and follows up according to the policies for use of this room.

**By-laws Committee**

* Conducts an annual review of the Library Association By-laws and the Policies and Procedures Manual.
* Reviews all recommendations for revisions or additions and drafts proposals for Board approval.

**Fundraising Committee**

* Considers fundraising suggestions and prepares an annual calendar of fundraising events to be approved by the Board.
* Develops details for implementing approved events.

Note: All Board members are responsible for assisting as needed at fundraising events.

**Library Grants Committee**

* Researches possible funding sources and applies for funding specific to Library needs.
* Follows up on grant proposals as required by the funding source.

**Nominating Committee**

* Maintains an active list of nominees to fill Trustee openings when needed.
* Consults with the Board when Trustee openings become available and follows up on Board recommendations.