

By-Laws to the Constitution of the Reading Room Association of Gouverneur

Article I: Duties of Officers

Section I

The president shall preside at all meetings, perform all such duties as fall upon this office, and have power to appoint all committees not otherwise provided for. The president shall perform such duties as fall upon the presiding officer in such assemblies, and such other duties as shall be imposed by the laws of the State of New York governing public libraries. In the absence of the president such duties shall be performed by the vice-president or an appointed member of the board.

Section II

The vice-president shall perform the duties of the president in his/her absence.

Section III

The secretary shall keep a record of all library meetings, official actions of the board, and shall notify all members of special meetings as herein provided for. The secretary will also act as historian to collect and file such records, and documents of the Board of Trustees in a space in the library provided by the trustees to keep such records and documents except those in current use by another officer.

Section IV

The treasurer shall receive, hold and pay out the funds of the library under the directions of the trustees. The treasurer shall keep an accurate account of all receipts and expenditures with date, purpose, and amount. A report of this information shall be given at each regular meeting and whenever requested by the Board of Trustees. The treasurer is also authorized to pay staff salaries and all other expenditures.

Article II: Duties of Trustees

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 public. They shall appoint and fix the salary of a competent librarian and of needed assistants and other employees. They shall appoint standing committees and have such other powers and duties as are prescribed for trustees of public libraries by state law.

Article III: Duties of the Librarian

The librarian shall have immediate charge of the library books and other library property, classify, arrange all books and materials, and supervise the work of all other employees. He/she shall keep exact and detailed accounts of all money received from fines and other sources and pay all money to the treasurer at least monthly. A monthly report shall be made to the board of all receipts, expenditures, number of items added to, loaned, or lost from the collection, and any other matters requiring their attention. He/she shall report in full at each annual meeting and discharge such other duties as may be prescribed by the Board. He/she shall not incur any debt or liability without express authorization from the Board of Trustees other than for routine necessities.

Article IV: Standing committees

Section I

The president shall appoint the following standing committees not later than ten days after the annual meeting: house and grounds, finance, special occasions, and nominating.

Section II

The house and grounds committee shall have general supervision of the library building and see that the same be kept in a clean and sanitary condition at all times. They shall report at each regular meeting of the board. When they deem it necessary to incur extraordinary expenses, it shall be their duty to report their recommendation to the Board of Trustees for action.

They shall also keep the yard and grounds free of debris and in an attractive condition. This committee shall not incur undue expense without authorization of the Board of Trustees.

Section III

The finance committee shall prepare the annual budget for presentation to the board for approval, advise the treasurer on investment, and attend the budget meetings of the town, village and county. The treasurer shall act as chairman.

Section IV

The special occasions committee shall plan and prepare special events and activities for the library, public and board.

Section V

The nominating committee shall propose a slate of officers and candidates for trustee vacancies to be presented to the board at the December meeting and voted on at the annual meeting.

Article V: Quorum

A majority of the Board of Trustees shall constitute a quorum pursuant to the laws of the State of New York governing libraries.

Article VI: Library Policies

The library shall be open at hours set by the Board of Trustees and in compliance with the New York State minimum standards of operation. Library policies are found in the policy manual. The proceedings of the Board of Trustees shall be governed by *Robert's Rules of Order* except as otherwise provided in this constitution and by-laws.