

Constitution of Reading Room Association of Gouverneur, New York

Revised January 2022

Article I: Name

The Gouverneur Public Library shall continue to operate under the corporate name "Reading Room Association of Gouverneur, New York". Its objective shall be to maintain a circulating library and reading room, free for public use, to the inhabitants of the town and village of Gouverneur, New York and surrounding areas.

Article II: Membership

The affairs of the library shall be administered by a board of 15 trustees who can be chosen from any member of the community.

Trustees will be elected by the board each year at the annual meeting for a term of five years. A trustee who fails to notify either the board president or library manager prior to each regular monthly meeting and misses three consecutive regular meetings shall be deemed to have resigned. Such trustees shall be notified by mail of this action taken by the board.

Article III: Officers and their Elections

Officers of the Board of Trustees shall consist of President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The officers will be elected at the annual meeting to serve for one year and until their successors are elected and qualified.

Article IV: Meetings

The Board of Trustees shall meet regularly on the second Thursday of each month to transact whatever business is necessary.

The annual meeting shall be held on the third Thursday in January directly following the regular monthly meeting.

A special meeting may be called by the President or any two trustees for the purpose of transacting urgent business after notification is given personally or by mail to each trustee, as to time of meeting and the nature of the business to be transacted.

Article V: Amendments

A proposed amendment to this constitution shall be written out, signed by the proposer, and introduced at the regular meeting prior to the meeting at which it will be voted upon. A two-thirds vote by all the members present shall be necessary for its adoption.

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 recording 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, or designee, 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. The Corresponding secretary shall take care of all correspondence received and sent by the Board of Trustees. Section IV

The treasurer shall receive, hold and pay out the funds of the library under the direction 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 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 fine 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

There shall be the following standing committees and membership shall be voluntary: house and grounds, finance, nominating, planning, friends liaison, personnel and policy.

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 and advise the treasurer on investment. The treasurer shall act as chairman.

Section IV

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.

Section V

The planning committee shall develop and distribute surveys for the 5-year plan and monitor its progress.

Section VI

The Friends of the Library liaison attends Friends of the Library meetings and reports to the Board on Friends activities.

Section VII

The personnel committee conducts the annual evaluation of the library manager and interviews candidates for employment.

Section VIII

The policy committee develops policies for all aspects of the library including, but not limited to operating procedures and personnel.

Article V: Quorum

A majority of the Board of Trustees (8), 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.

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